
ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

Agenda Regular Board Meeting Tuesday, December 11, 2018

Hilda Zacarias, President
Larry Lahr, Vice President
Jeffery C. Hall
Dan Hilker
Gregory A. Pensa
Inri Serrano, Student Trustee

Allan Hancock College
Closed Session - Captain's Room, B-102
Open Session - Boardroom, B-100
800 South College Drive, Santa Maria, CA 93454

	<u>Page</u>	<u>Tent. Time</u>
1. Call to Order		5:00 PM
2. Public Comment to Closed Session		

This section of the agenda is intended for members of the public to address the Board of Trustees on items involving the community college district that are being considered in Closed Session. *Please note that Board members are prohibited by the Brown Act from responding to comments made regarding topics not on the official agenda.* The leading speaker from the audience on each side of an issue will be limited to five (5) minutes. Additional speakers are limited to two (2) minutes. The President of the Board shall provide at least twice the allotted time to a member of the public who utilizes a translator to ensure that non-English speakers receive the same opportunity to directly address the Board of Trustees. To address the Board of Trustees, please fill out a Request to Address the Board of Trustees form and provide it to the superintendent/president prior to this part of the agenda.

3. Adjourn to Closed Session		5:00 PM
3.A. Discipline/Dismissal/Release of Public Employee (1 case) (Govt. Code §54957)		
3. B. Conference with Labor Negotiator – (Government Code §54957.6)		

Agency designated representatives: Dr. Paul Murphy
Employee Association: Faculty Association

Agency designated representative: Dr. Kevin Walthers
Employee Association: Part-Time Faculty Association

Agency designated representative: Dr. Kevin Walthers
Unrepresented Employees: Management

Agency designated representative: Dr. Kevin Walthers
Unrepresented Employees: Supervisory/Confidential

Agency designated representative: Dr. Kevin Walthers
Employee Organization: California School Employees Association (CSEA) Chapter #25

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|-------|---|----|---------|
| 4.A | Reconvene to Open Session | | 6:00 PM |
| 4.B. | Oath of Office for Re-Elected and Unopposed Board Members | | |
| 4.B.1 | Administration of Oath of Office to Unopposed Board Member | | |
| | The Superintendent/President will administer the oath of office to Trustee Greg Pensa (Area 5). | | |
| 4.B.2 | Administration of Oath of Office to Re-Elected Board Member | | |
| | The Superintendent/President will administer the oath of office to re-elected Trustee Larry Lahr (Area 3). | | |
| 5. | Action Taken in Closed Session | | |
| 6. | Pledge of Allegiance | | |
| 7. | Approval of Agenda as Presented | | |
| 8. | Organizational Meeting | | |
| 8.A. | Election of Board of Trustees Officers | 8 | |
| | A recommendation to elect a president and vice president of the board of trustees. | | |
| 8.B. | Determination of Date, Time and Place of Regular Board Meetings in 2019. | 9 | |
| | A recommendation that the board of trustees continue holding board meetings on the second Tuesday of each month at 6:00 p.m. | | |
| 8.C. | County Committee on School District Organization | 11 | |
| | A recommendation that the board of trustees appoint a representative and alternate to the County Committee on School District Organization. | | |
| 8.D. | Appointment of Trustees to Boards and Committees | 12 | |
| | A recommendation that the board of trustees appoint trustee representatives to boards and committees. | | |

9. Public Comment

The section of the agenda is intended for members of the public to address the board on items involving the school district. Time limits and procedures to address the Board of Trustees, as stated in the Public Comment to Closed Session, apply to this part of the agenda. Public comment not pertaining to specific agenda items is welcome under public comment. *Please note that Board members are prohibited by the Brown Act from responding to comments made regarding topics not on the official agenda.* Testimony on specific agenda items will be welcome during consideration of the item by the Board of Trustees. When public testimony is completed regarding a specific agenda item, discussion is then confined to board members only. This practice is in accordance with laws governing Board of Trustees public meetings.

10. Approval of Minutes

- 10.A. Approval of Minutes from the November 13, 2018 regular board meeting. 14

11. Presentation

- 11.A. Mr. Rick Rantz, dean, academic affairs, will give an update on the educational opportunities at the federal penitentiary.
- 11.B. Mr. Larry Manalo, Academic Policy and Planning Committee chair, will give a presentation on the curriculum approval process.

12. Consent Agenda

6:15 PM

Consent Agenda items are consistent with adopted policies and approved practices of the district and are deemed routine in nature. They will be acted upon by roll-call vote in one motion without discussion unless members of the board request an item's removal from the Consent Agenda.

- 12.A. Register of Warrants 22
Supplemental Payroll 10/01/18 and Regular Payroll 10/31/18

A recommendation that the board of trustees approve commercial warrants.

- 12.B. Acceptance of Donations 24

A recommendation that the board of trustees accept a monetary donation of \$500 from Dr. Sal Caminada.

	<u>Page</u>	<u>Tent. Time</u>
12.C. Part-time Faculty Appointments, Regular Faculty Overload Assignments and Special Assignments/Stipends	25	
A recommendation that the board of trustees approve part-time faculty appointments, regular faculty overload, and special assignments/stipends.		
12.D. Appointment of Department Chair	34	
A recommendation that the board of trustees approve the department chair appointments of various faculty for academic years 2019-2020 and 2020-2021.		
12.E. Community Services (Fee-Based) Education Courses	35	
A recommendation to approve proposed community services (fee-based) classes for spring 2019.		
12.F. Second Reading: New Board Policy 3900, Speech: Time, Place, Manner	38	
Staff recommends that the board of trustees adopt new Board Policy 3900, Speech: Time, Place, Manner, as presented.		
12.G. Second Reading: Revised Board Policy 4020, Program, Curriculum, and Course Development	40	
Staff recommends that the board of trustees adopt revised Board Policy 4020, Program, Curriculum, and Course Development, as presented.		
12.H. Short-Term/On-Call, Substitute, and Professional Expert Appointments Exempt From Classified Service	43	
A recommendation that the board of trustees approve the short-term/on-call, substitute, and professional expert appointments exempt from classified service as presented.		
12.I. Appointments, Transfers, and Promotions of Classified Service Employees	44	
A recommendation that the board of trustees approve the appointment of Lisa Dolan, laboratory assistant, tutorial/open access computer lab (OACL), learning resources, effective January 7, 2019.		

	<u>Page</u>	<u>Tent. Time</u>
12.J. Out-of-Classification Assignments of Classified Service Employees	45	
<p>A recommendation that the board of trustees approve the out-of-classification assignment of Lilian Ojeda, EOPS specialist, Extended Opportunity Program and Services (EOPS), retroactive to July 1, 2018 through September 30, 2018; and approve the out-of-classification out of bargaining unit assignment of Sandra Rodin, purchasing supervisor, business services, retroactive to September 25, 2018 through November 26, 2018.</p>		
12.K. Appointment of Management Employee	46	
<p>A recommendation that the board of trustees approve the classified management appointment of Lee Anne McNulty, Ed.D., director, institutional grants, effective January 1, 2019.</p>		
12.L. Coaching Appointment and Stipend	47	
<p>A recommendation may be made that the board of trustees approve a coaching appointment and stipend. If a recommendation is made, a revised board agenda item will be presented.</p>		
12.M. New and/or Revised Classified Bargaining Unit Job Descriptions	48	
<p>A recommendation that the board of trustees approve the revised classified bargaining unit job descriptions instructional assistant – welding; and financial aid analyst; and approve the new classified bargaining unit job descriptions career readiness specialist – business partnerships; and career readiness specialist – cooperative work experience, as presented.</p>		
13. Oral Reports		6:35 PM
13.A. Superintendent/President’s Report		
13.B. Board Member Reports		
13.C. Association Reports		6:45 PM
1) California School Employees Association		
2) Associated Student Body Government		
3) AHC Foundation		
4) Management Association		
5) Part-Time Faculty Association		

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6) Faculty Association		
7) Academic Senate		
14. Action Items		7:15 PM
14.A. Acceptance of Grants Approved	60	
A recommendation to accept funded proposals.		
14.B. Academic Policy and Planning Committee Curriculum Summary	61	
A recommendation that the board of trustees adopt the curriculum additions and changes reflected in the summary report of the Academic Policy and Planning Committee.		
14.C. Salary Schedule Revisions for Executive Management Employees	92	
A recommendation may be made that the board of trustees approve a revised Executive Management Salary Schedule, SS-02.		
14.D. Salary Schedule Revisions for Student Workers	94	
A recommendation that the board of trustees approve the proposed revised Student Worker Salary Schedule (SS-85), effective January 1, 2019, as presented.		
14.E. Support for the California Community College Affordability Proposal	97	
A recommendation that the board of trustees support principles for expanding student financial aid to better serve California Community College students.		
15. Information		7:50 PM
15.A. First Reading: Revised Administrative Procedure 5520, Student Discipline Procedures	101	
A recommendation to review revised Administrative Procedure 5520, Student Discipline Procedures.		

	<u>Page</u>	<u>Tent. Time</u>
15.B. Employee Resignations and Retirements	125	
<p>The superintendent president has accepted the resignation of Luis Ayala, EOPS/CalWORKs specialist, Extended Opportunity Programs and Services (EOPS), effective December 1, 2018; and the retirements of Margaret Shigenaka, counselor, student success and support program, effective July 1, 2019; Dr. Robert Parisi, dean, student services, effective July 1, 2019; and Cynthia Wheeler, administrative assistant II, summer & evening, academic affairs, effective March 1, 2019.</p>		
15.C. Associate Faculty Status	126	
<p>An update on Associate Faculty Status</p>		
15.D. Quarterly Report on Volunteer Aides	127	
<p>Volunteer aides report</p>		
15.E. Supervisory/Confidential Handbook	128	
<p>Staff has prepared a handbook for supervisory/confidential employees.</p>		
15.F. Monthly Report, Associate Superintendent/Vice President, Academic Affairs	190	
15.G. Monthly Report, Associate Superintendent/Vice President, Student Services	191	
15.H. Monthly Report, Vice President, Institutional Effectiveness	193	
15.I. Monthly Report, Executive Director, College Advancement	194	
15.J. Monthly Report, Associate Superintendent/Vice President, Finance and Administration	195	
15.K. A Monthly Report on the Year-to-Date Financial Data for Various Funds.	196	
15.L. A Status Report on Bond Measure I Projects	219	
16. New Business		8:30 PM

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17. Calendar	221	
18. Adjournment		

The next regular meeting of the Board of Trustees will be held on Tuesday, January 8, 2019. Closed session begins at 5:00 p.m. Open session begins at 6:00 p.m. A special board meeting will be held on January 8, 2019 at 12 p.m.

In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact the President's Office at (805) 922-6966 ext. 3245. Please make requests 48 hours prior to the meeting in order to make reasonable arrangements to ensure accessibility to this meeting.



Kevin G. Walthers, Ph.D.
Secretary to the Board of Trustees

ACTION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	December 11, 2018
Subject: Election of Board of Trustees Officers	Item Number: 8.A.
Strategic Goal: Goal IE1: To identify the institutional capacity to fulfill the college mission	Enclosures: Page 1 of 1

BACKGROUND

In accordance with Education Code 72000, the governing board of each community college district shall hold an annual organizational meeting. At this organizational meeting the board of trustees shall elect the officers of the board. The current officers are the president and vice president. The superintendent/president serves as secretary to the board, in accordance with board policy 2305.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees elect a president and vice president of the board of trustees for 2019.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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**ACTION ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	December 11, 2018
Subject: Determination of Date, Time, and Place for Regular Board Meetings in 2019	Item Number: 8.B.
Strategic Goal: Goal IE1: To identify the institutional capacity to fulfill the college mission	Enclosures: Page 1 of 2

BACKGROUND

The purpose of the annual organizational meeting is to elect officers and to set the date, time, and place for all regular board meetings in the subsequent year.

For 2019, staff recommends that the board of trustees continue to hold its regular meetings on the second Tuesday of each month. Meetings will be held in the boardroom, room B-100 at 6:00 p.m. unless otherwise noted on the attached schedule. Closed session would be held prior to the 6:00 p.m. open session as needed.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees continue holding board meetings on the second Tuesday of each month at 6:00 p.m.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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BOARD OF TRUSTEES MEETING SCHEDULE FOR 2019

<u>DATE</u>	<u>LOCATION</u>
January 8 or 15	Santa Maria Campus, Boardroom
February 12	Santa Maria Campus, Boardroom
March 12	Santa Maria Campus, Boardroom
April 9*	May be held in Santa Ynez
May 14	Santa Maria Campus, Boardroom
June 11	Santa Maria Campus, Boardroom
July 9	Santa Maria Campus, Boardroom
August 13	Santa Maria Campus, Boardroom
September 10	Santa Maria Campus, Boardroom
October 8*	Lompoc Campus, Room 3-114
November 12	Santa Maria Campus, Boardroom
December 10	Santa Maria Campus, Boardroom

The Board of Trustees meet on the second Tuesday of the month.

*Meeting may not be held on the Santa Maria campus.

ACTION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	December 11, 2018
Subject: County Committee on School District Organization	Item Number: 8.C.
Strategic Goal: Goal IE1: To identify the institutional capacity to fulfill the college mission	Enclosures: Page 1 of 1

BACKGROUND

Pursuant to Education Code 72403, the governing board of each community college district, at its annual organizational meeting, selects one of its members as its representative to nominate and elect members to the County Committee on School District Organization. The representative has one vote for each member to be elected to the committee, pursuant to Article 1 (commencing with Section 4000) of Chapter 1 of Part 3 of the California Education Code. Trustee Hilker served as representative and Trustee Pensa as alternate in 2018.

The County Committee on School District Organization is comprised of eleven elected members, two from each of the five supervisorial districts and one member at-large.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees appoint one trustee to serve on the County Committee on School District Organization.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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ACTION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	December 11, 2018
Subject: Appointment of Trustees to Board and Committees	Item Number: 8.D.
Strategic Goal: Goal IE1: To identify the institutional capacity to fulfill the college mission	Enclosures: Page 1 of 2

BACKGROUND

- A. The bylaws of the Allan Hancock College Foundation specify that two of its directors shall be members of the district Board of Trustees, and each shall be appointed annually by the board of trustees for a one-year term. Trustee Hall served in 2017 and 2018. Trustee Pensa served 2011, 2012, 2013, 2014, 2015, 2016, 2017, and in 2018.
- B. The bylaws of the PCPA Foundation specify that one of the directors of the foundation shall be designated by the district Board of Trustees. Trustee Zacarías served in 2013 and 2014. Trustee Hilker served in 2017 and 2018.
- C. The agreement between Allan Hancock College and Solvang Theaterfest includes the establishment of a coordinating committee composed of three representatives from Solvang Theaterfest and three representatives from the college. Trustees Pensa served as representative in 2011, 2012, 2013, 2014, 2015, 2016, 2017 and 2018. Trustee Hall served in 2017 and 2018. The district superintendent/president serves as the third college representative. The board may appoint two board representatives for one year or for a specified period of time.
- D. The bylaws of the Allan Hancock College Auxiliary Programs Corporation specify that a college trustee serve as a non-voting member of its board of directors. Trustee Hall served in 2017 and 2018. Trustee Lahr served in 2015 and 2016.
- E. The operating agreement between the district and Hancock College Boosters, Inc. specifies that a college trustee or designee serve as a voting ex-officio member of the Boosters board of directors. Trustee Zacarías served in 2017 and 2018.

(Continued)

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees:

- A. Select two trustees to serve on the AHC Foundation Board for 2019.
- B. Select one trustee to serve on the PCPA Foundation Board for 2019.
- C. Select two trustees to serve on the Coordinating Committee with Solvang Theaterfest for 2019.
- D. Select one trustee (non-voting) to serve on the Allan Hancock College Auxiliary Programs Corporation Board of Directors for 2019.
- E. Select one trustee or designee to serve on the Hancock Boosters, Inc. Board of Directors for 2019.
- F. Select one trustee to serve on the Retirement Board of Authority for 2019.
- G. No action to be taken.
- H. Select one trustee to serve on the County School Boards Committee for 2019.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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- F. Resolution 14-25 specifies one trustee will serve on the Retirement Board of Authority. Trustee Lahr was appointed on 2/17/15. There is no limit on the length of term.
- G. The bylaws of the Allan Hancock College Viticulture & Enology Foundation indicate one trustee shall be elected to serve a three year term on its foundation board. Trustee Lahr was appointed on 3/18/14, and confirmed again on 1/20/15. At the December 2017 board meeting, the board voted to appoint Trustee Lahr to serve until June 2021.
- H. The county superintendent of schools meets with a representative group of college trustees and school board members on a regular basis. Trustee Pensa has attended the County School Boards Committee meetings over the last few years and has represented the needs of Hancock College.

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

Minutes
Regular Board Meeting
Tuesday, November 13, 2018

Hilda Zacarías, President
Larry Lahr, Vice President
Jeffery C. Hall
Dan Hilker
Gregory A. Pensa
Inri Serrano, Student Trustee

Allan Hancock College
Closed Session - Captain's Room, B-102
Open Session - Boardroom, B-100
800 South College Drive, Santa Maria, CA 93454

1. Call to Order

Trustee Zacarías called the meeting to order at 5:03 p.m. with the following trustees present:
Hall, Hilker, Lahr, Pensa, Zacarías

Trustees absent: None

2. Public Comment to Closed Session

No public comment was made.

3. Adjourn to Closed Session

Trustee Zacarías adjourned the meeting to closed session at 5:03 p.m.

4. Reconvene to Open Session

Trustee Zacarías reconvened the meeting to open session at 6:01 p.m.

5. Action Taken in Closed Session

Trustee Zacarías reported the board of trustees voted unanimously to deny a discrimination complaint in closed session.

6. Pledge of Allegiance

Amy Mendiola, Hancock College student, led the audience in the pledge of allegiance.

7. Approval of Agenda as Presented

On a motion by Trustee Lahr, seconded by Trustee Pensa, the Board approved the agenda on a roll-call vote as follows:

Ayes: Hall, Hilker, Lahr, Pensa, Zacarías

Noes: None

Abstentions: None

Concur: Student Trustee

8. Public Comment

Robert Mabry, college faculty member, expressed appreciation for the \$30,000 grant from the Gene Hass Foundation to support students in the college's Makerspace project. He gave an overview of the skills students will be exposed to.

Scott Coventry, district manager for Haas Automation, said the company is happy to provide grants to help train students to use various machines. These skills make it possible to work for a company or in their own business. He added Mr. Mabry has done all the work to get a grant for the college and thanked him for everything he does for his students.

Mary Housel, librarian at the Santa Maria public library, is happy the college received the grant. She said the Foundation has provided funds to the library for two interns this semester who have learned various skills.

9. Approval of Minutes

9.A Approval of Minutes from the October 9, 2018 regular board meeting.

On a motion by Trustee Hall, seconded by Trustee Pensa, the Board voted unanimously to approve the minutes for the October 9, 2018 regular board meeting as submitted. (Ayes: Hall, Hilker, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

10. Presentation

10.A. Sabbatical Presentation

Ms. Nancy Jo Ward, Graphics professor, thanked the board of trustees for allowing her to take a life-changing sabbatical. She gave an overview of her goals for sabbatical skills. She said she was able to travel to a number of countries to learn different art techniques she is now able to share with students. She attended classes and worked collaboratively on projects with students from all over the world. This experience was transformative as an educator. She looks forward to sharing video technology with her students.

10.B. Changing the Odds

Dr. Walthers shared a letter from a student in her third semester at Hancock College to Vice President Ornelas regarding the help Joanna Davis gave her. The student said Ms. Davis has made her college experience excellent by helping her with financial aid, EOPS and the book-lending program.

11. Consent Agenda

On a motion by Trustee Pensa, seconded by Trustee Lahr, the Board voted to approve the consent agenda on a roll-call vote as follows:

Ayes: Hall, Hilker, Lahr, Pensa, Zacarías

Noes: None

Abstentions: None

Concur: Student Trustee

12. Oral Reports

12.A. Superintendent/President's Report

Dr. Walthers introduced Ruben Ramirez, Cathy Farley, Eric Smith, Lauren Milbourne, and Jon Hooten. He noted the football team won a second championship in a row. He shared the next steps to fund the Fine Arts building. The steps include identifying any sources of available restricted funds that we could use towards the fine arts building, working on the drawings to have 100 percent working drawings by the end of this month and get the 75 percent cost estimate. He has spoken with bond counsel to explore issuing a certificate of participation (essentially a loan), possibly obtaining some private financing, and working with our architects to stay within the original guidelines.

12.B. Board Member Reports

Trustee Hilker met with Keith Pierce, Bulldog Booster, and discussed future funding for athletic fields.

Lahr attended the ACCT national trustee conference in New York. He noted there is a different perspective than the state conference. He was able to represent the college at the Military Appreciation football game and hosted trustee open hour. He attended the town hall with the Chancellor Oakley.

Trustee Zacarías attended the ACCT conference and believes it's important to have perspective of other colleges in the nation. She had the opportunity to meet with California College Chancellor Oakley during his visit to Hancock College.

Trustee Pensa also attended the ACCT conference. He, Trustee Hall, and President Walthers gave a presentation on the Promise program that was very well received. He attended the championship football game and watched Hancock clinch the league championship.

Trustee Hall congratulated Trustees Lahr and Pensa for their re-election to the board. He represented Hancock College at a COLAB event. He announced the City of Lompoc nominated him for the Peace Prize due to his support of the Hancock Promise. He also attended the ACCT conference in New York and plans to attend the state conference on Wednesday.

Student Trustee Serrano attended a student trustee conference and enjoyed great workshops. He helped judge Spirit Week office decorations. He joined 20 students to meet Chancellor Oakley and discussed important student topics.

12.C. Association Reports

1) Associated Student Body Government

Frankie Maldonado said ASBG hosted Alcohol Awareness Week. They shared non-alcoholic drinks to show students you can have a good time without alcohol.

ASBG also hosted PCPA student night out for 100 students to see *Peter Pan*. Three students spoke at the Equity Summit.

2) AHC Foundation

No report was given.

3) Management Association

Petra Gomez congratulated Trustees Pensa and Lahr for their re-election. She acknowledged the defeat of Measure Y and added management members would like to be a part of the conversations regarding facilities and how to meet student needs. She welcomed new administrators to the Hancock family.

4) Part-Time Faculty Association

Amy Ward said there are 15 people running for office, 11 of the six positions are on the executive board. Ballots have been mailed out; they need to be returned in their own self-addressed stamped envelope. Ballots will be counted on November 26.

5) Faculty Association

Roger Hall welcomed the new administrators and congratulated Trustees Pensa and Lahr on their re-election. He said very few full-time faculty have left the union since the recent legal decision was made, whereas some schools have had hundreds of part-time faculty leave the unions. He said a taskforce is looking at class size and evaluation of online courses that will meet the accreditation guidelines.

6) Academic Senate

Marla Allegre congratulated Trustees Lahr and Pensa on their re-election. She said the Academic Senate is involved with the AB 705 Taskforce, Guided Pathways (roadmap to success), and other things to help students be successful.

7) California School Employees Association

No report was given.

13. Action Items

13.A. Acceptance of Grants Approved

On a motion by Trustee Pensa, seconded by Trustee Lahr, the Board voted to accept funded proposals. (Ayes: Hall, Hilker, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

13.B. Naming of building M

On a motion by Trustee Lahr, seconded by Trustee Pensa, the Board approved the renaming of building M to Marian Regional Medical Center Health, Science and Mathematics, in recognition of Marian's strong commitment to Hancock's nursing program and overall student success. (Ayes: Hall, Hilker, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

13.C. Authorized Signature Forms for the 2019 Calendar Year and Resolution 18-35, Delegation of Governing Board Powers and Duties

On a motion by Trustee Hall, seconded by Trustee Lahr, the Board approved the authorized signature forms for the 2019 calendar year and adopted Resolution 18-35, Delegation of Governing Board Powers and Duties on a roll-call vote as follows:

Ayes: Hall, Hilker, Lahr, Pensa, Zacarías

Noes: None

Abstentions: None

Concur: Student Trustee

13.D. Resolution 18-36, Appointment of District Representative and Alternate to the Bay Area Community College Districts Joint Powers Agency (JPA) Board

On a motion by Trustee Lahr, seconded by Trustee Pensa, the Board adopted Resolution 18-36 appointing Eric D. Smith as the district's representative and Jessica Blazer as the alternate to the Bay Area Community College Districts (JPA) Board on a roll-call vote as follows:

Ayes: Hall, Hilker, Lahr, Pensa, Zacarías

Noes: None

Abstentions: None

Concur: Student Trustee

13.E. Resolution 18-37, Title 22, State of California, Health and Welfare Agency, Department of Social Services, Community Care Licensing Division, Designation of Administrative Responsibility

On a motion by Trustee Hall, seconded by Trustee Lahr, the Board adopted Resolution 18-37, Title 22, State of California, Health and Welfare Agency, Department of Social Services, Community Care Licensing Division, Designation of Administrative Responsibility certifying approval of designation of administrative responsibility for the Allan Hancock College Lompoc Valley Children's Center Lab School to Magdalena Ramos, interim director on a roll-call vote as follows:

Ayes: Hall, Hilker, Lahr, Pensa, Zacarías

Noes: None

Abstentions: None

Concur: Student Trustee

- 13.F. A recommendation that the board of trustees adopt resolution 18-38 Support of Undocumented Students

On a motion by Trustee Lahr, seconded by Trustee Hall, the Board adopted Resolution 18-38 Support of Undocumented Students on a roll-call vote as follows:

Ayes: Hall, Hilker, Lahr, Pensa, Zacarías

Noes: None

Abstentions: None

Concur: Student Trustee

- 13.G. Academic Policy and Planning Committee Curriculum Summary

On a motion by Trustee Pensa, seconded by Trustee Hilker, the Board adopted the curriculum additions and changes reflected in the summary report of the Academic Policy and Planning Committee. (Ayes: Hall, Hilker, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

- 13.H. Revised Memorandum of Understanding Between the Allan Hancock Joint Community College District and the California Federation of Teachers/Part-Time Faculty Association of Allan Hancock College Local 6185, Seniority Ranking, Article 12, Workload and Assignment

On a motion by Trustee Hall, seconded by Trustee Hilker, the Board approved a revision to the memorandum of understanding between the Allan Hancock College Joint Community College District and the California Federation of Teachers/Part-Time Faculty Association of Allan Hancock College Local 6185 to maintain seniority language for the purposes of scheduling bargaining unit members per Article 12, Workload and Assignment. (Ayes: Hall, Hilker, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

14. Information Items

- 14.A. Grant Proposals Submitted

The grant proposals submitted were shared with the board of trustees.

- 14.B. Employee Resignations and Retirements

Dr. Walthers acknowledged the retirements and separations from services as reported.

- 14.C. First Reading: New Board Policy and Administrative Procedure 3900, Speech: Time, Place, Manner

The board of trustees did not suggest changes to the policy or procedure.

- 14.D. First Reading: Revised Board Policy and Administrative Procedure 4020, Program, Curriculum, and Course Development

The board of trustees did not suggest changes to the policy or procedure.

- 14.E. First Reading: Revised Administrative Procedure 4260, Prerequisites, Corequisites, Advisories
- The board of trustees did not suggest changes to the policy or procedure.
- 14.F. First Reading: Revised Administrative Procedure 4900, Transfer of Credit and Course Waiver
- The board of trustees did not suggest changes to the policy or procedure.
- 14.G. Change of Status of Classified Service Employees
- Staff shared the change of status of Lynn Mayer, career job placement services program specialist, career job placement and Adelina Pozos, career job placement services assistant, career job placement, retroactive to November 1, 2018.
- 14.H. Monthly Report, Associate Superintendent/Vice President, Academic Affairs
- Dr. Curry gave a brief overview of progress made with concurrent enrollment and articulation.
- 14.I. Monthly Report, Associate Superintendent/Vice President, Student Services
- Associate Superintendent Ornelas highlighted Mentorship Program that was started four years ago. She said it has been expanded this year to include 38 student mentees. She thanked the faculty and staff that helped make Career Exploration Day a great event.
- 14.J. Monthly Report, Vice President, Institutional Effectiveness
- Dr. Murphy said the college has been gathering data to show the framework for implementing Guided Pathways. He gave an overview of the Student Voices follow-up and employee focus groups. He noted there were nine focus groups and 68 out of 1,600 students participated. He anticipates having a formal report sometime in December. He also followed up with the employee climate survey and will sharing that information soon.
- 14.K. Monthly Report, Executive Director, College Advancement
- Executive Director Hooten reported scholarship information is now online and believes they have approximately 50 students have already started the scholarship application process. The scholarship awards banquet will be held on Thursday, May 23, 2019.
- 14.L. A Monthly Report on the Year-to-Date Financial Data for Various Funds.
- Associate Superintendent Smith gave a briefly referred to page 128 which is a snapshot of unrestricted funds balances; all of the numbers are below 100 percent. He noted the percentages are right where we want them to be and all funds have positive fund balances.

14.M. A Status Report on Bond Measure I Projects and Fine Arts Phase II

Dr. Walthers noted the report has not changed very much.

15. New Business

Trustee Hall would like to explore establishing a Black Student Union chapter at Hancock College.

16. Calendar

Dr. Walthers encouraged everyone to attend the Hancock football championship game against San Bernardino College at Righetti High School and to see *Peter Pan* at the Marian Theatre.

17. Adjournment

Trustee Zacarías adjourned the meeting at 7:42 p.m.



Kevin G. Walthers, Ph.D.
Secretary to the Board of Trustees

**CONSENT ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	December 11, 2018
Subject: Register of Warrants	Item Number: 12.A.
Strategic Goal: Goal IR2: To develop district financial resources adequate to support quality programs and services.	Enclosures: Page 1 of 2 Full warrant register online

BACKGROUND:

The following summary is submitted for board of trustees approval. The full warrant register will be posted on the district's website in the electronic board agenda for review prior to the board meeting.

GENERAL FUND 9410		
INVOICE WARRANTS	\$ 2,008,237.35	
PAYROLL 10/1/18 – 10/31/18	5,792,538.52	
TOTAL GENERAL FUND		\$ 7,800,775.87
CHILD DEVELOPMENT FUND 9433		
INVOICE WARRANTS	18,263.64	
PAYROLL 10/1/18 – 10/31/18	68,355.07	
TOTAL CHILD DEVELOPMENT FUND		86,618.71
GO BOND CLEARING FUND 9446		
INVOICE WARRANTS	0.00	
TOTAL GO BOND CLEARING FUND		0.00
GO BOND BUILDING FUND 9447		
INVOICE WARRANTS	262.69	
TOTAL GO BOND BUILDING FUND		262.69
CAPITAL OUTLAY PROJECTS FUND 9441		
INVOICE WARRANTS	227,686.41	
TOTAL CAPITAL OUTLAY PROJECTS FUND		227,686.41
SELF INSURANCE DENTAL FUND 9461		
INVOICE CHECK	69,403.00	
TOTAL SELF INSURANCE DENTAL FUND		69,403.00
STUDENT CENTER FEE TRUST FUND 9473		
INVOICE WARRANTS	0.00	
TOTAL STUDENT CENTER FEE TRUST FUND		0.00
SELF INSURANCE HEALTH FUND 9462		
INVOICE WARRANTS	0.00	
TOTAL SELF INSURANCE HEALTH FUND		0.00
SELF INSURANCE PROPERTY/LIABILITY FUND 9463		
INVOICE WARRANTS	0.00	
TOTAL SELF INSURANCE PROPERTY/LIABILITY FUND		0.00
<u>GRAND TOTAL ALL FUNDS</u>		<u>\$ 8,184,746.68</u>

RECOMMENDATION:

Staff recommends that the board of trustees approve commercial warrants 25004095 through 25004717 for a subtotal of \$2,323,853.09, and payroll warrants in the amount of \$5,860,893.59, for a grand total of \$8,184,746.68.

Administrator Initiating Item: Eric D. Smith	Final Disposition:
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ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT

10/01/2018 - 10/31/2018

PAYROLL
FUND 9410**CERTIFICATED:**

1100	Academic Salaries, regular schedule, instructional time	942,332.94
1200	Academic Salaries, regular schedule, non-instructional time	594,075.06
1300	Certificated Salaries other than regular schedule teaching	1,087,115.75
1400	Certificated Salaries other than contract non-teaching	292.50
3100	State Teachers Retirement	359,731.58
3300	Medicare	55,621.32
3400	Health and Welfare Benefits	196,652.06
3500	State Unemployment Insurance	1,354.70
3600	Worker's Compensation Insurance	24,104.98
3700	State Teachers Retirement/Cash Balance Plan/PARS	28,630.96
3911	Academic Retirement Incentive	-
	SUB TOTAL	\$ 3,289,911.85

CLASSIFIED:

2100	Classified Salaries, regular schedule	1,569,803.28
2200	Classified Instructional Aide Salaries, regular schedule	108,743.58
2300	Classified Salaries, hourly	129,414.65
2300	Student Workers, regular	81,550.90
2400	Instructional Aides, hourly	-
2400	Student Workers, Tutors, Peer Counselors	80,616.87
3200	Public Employees Retirement	208,526.86
3300	Social Security/Medicare	105,679.61
3400	Health and Welfare Benefits	189,601.79
3500	State Unemployment Insurance	13,649.45
3600	Worker's Compensation Insurance	13,789.68
3700	PARS	1,250.00
4512	Uniform Allowance	-
5113	Externships (Grants Only)	-
8890	Income released for stale dated warrant	-
	SUB TOTAL	\$ 2,502,626.67
	TOTAL FUND 9410	\$ 5,792,538.52

FUND 9433

1200	Academic Salaries, regular schedule, non-instructional time	\$ 16,254.28
1300	Academic Salaries: non-regular schedule instructional time	1,153.00
1400	Academic Salaries, non-regular schedule, non-instructional time	-
2100	Classified Salaries, regular schedule	5,989.66
2300	Classified Salaries, hourly	6,251.40
2300	Student Workers, regular	31,568.25
2400	Classified Salaries, non-regular schedule instructional aides	731.65
3100	State Teachers' Retirement System	2,226.73
3200	Public Employees Retirement System (PERS)	774.13
3300	Social Security/Medicare	693.61
3400	Health and Welfare Benefits	2,179.96
3500	State Unemployment Insurance	13.52
3600	Workers' Compensation Insurance	518.88
3700	State Teachers' Retirement/Cash Balance Plan	-
	SUB TOTAL	\$ 68,355.07
	TOTAL FUND 9433	\$ 68,355.07

FUND 9447

1200	Academic Salaries, regular schedule, non-instructional time	\$ -
1300	Academic Salaries: non-regular schedule instructional time	0.00
1400	Academic Salaries, non-regular schedule, non-instructional time	0.00
2100	Classified Salaries, regular schedule	0.00
2300	Classified Salaries, hourly	0.00
2300	Student Workers, regular	0.00
2400	Classified Salaries, non-regular schedule instructional aides	0.00
3100	State Teachers' Retirement System	0.00
3200	Public Employees Retirement System (PERS)	0.00
3300	Social Security/Medicare	0.00
3400	Health and Welfare Benefits	0.00
3500	State Unemployment Insurance	0.00
3600	Workers' Compensation Insurance	0.00
3700	State Teachers' Retirement/Cash Balance Plan	0.00
	SUB TOTAL	\$ -
	TOTAL FUND 9447	\$ -
	TOTAL DISTRICT PAYROLL	\$ 5,860,893.59

Allan Hancock College

Warrant Register

Check Dates from 10/1/2018 to 10/31/2018

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Ahc - Asb Athletics	District Allocation to ASB Athletics 2018-2019	\$107,047.00	
		\$107,047.00	CT 25004095
AHC Foundation	Payroll Deduction 9.28.18	\$2,498.65	
		\$2,498.65	CT 25004096
Airgas Usa Llc	OX USPDA	\$150.77	
	DELIVERY FEE	\$46.34	
	FUEL SURCHARGE FLAT FEE	\$10.91	
	AIRGAS HAZMAT CHARGE	\$23.43	
	CYMRETEST HYDRO REQUAL TEST CYL MTN FEE	\$105.00	
		\$336.45	CT 25004097
Amazon	Operational Supplies	\$391.55	
	Operational Supplies	\$317.22	
	Operational Supplies	\$128.98	
	Operational Supplies	\$80.56	
	Operational Supplies	\$5.00	
	Operational Supplies	\$9.07	
	Operational Supplies	\$873.94	
	Operational Supplies	\$190.04	
		\$1,996.36	CT 25004098
	Books for Library, 7-20-18 to 5-31-19 DORITY FUND	\$19.94	
	Books for Library, 7-20-18 to 5-31-19 DORITY FUND	\$17.99	
	Books for Library, 7-20-18 to 5-31-19 DORITY FUND	\$33.26	
	Books for Library, 7-20-18 to 5-31-19 DORITY FUND	\$12.99	
		\$84.18	CT 25004099
American Fidelity - Med Reimbursement	Insurance premiums Sept 2018	\$10,815.18	
		\$10,815.18	CT 25004100
American Fidelity - VOL INS	Insurance Premiums Sept 2018	\$14,065.02	
		\$14,065.02	CT 25004101
American General Media Inc.	30-sec Spanish spot on La Ley 7-27-18 - 8-19-18	\$450.00	
	30-second spot promoting fall 2018 registration	\$900.00	
	Community Ed Fall Classes Ad	\$1,800.00	
		\$3,150.00	CT 25004102
	30 Second Spot Promoting Hancock Hello THE BEAT	\$375.00	
	30 Second Spanish Spot Hancock Hello LA LEY	\$375.00	
		\$750.00	CT 25004103
American Star Tours, Inc.	Bus Service - AHC Volleyball	\$1,178.00	
		\$1,178.00	CT 25004104
Aspire Financial Services	Payroll Deduction 9.28.18	\$10,415.00	
		\$10,415.00	CT 25004105
Assoc CA Community College Admin	Payroll Deduction 9.28.18	\$84.25	

Allan Hancock College
Warrant Register

Check Dates from 10/1/2018 to 10/31/2018
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$84.25	CT 25004106
Kimberly Brasil	Refund Submitted	\$438.00	
		\$438.00	CT 25004107
Jacqueline Brunello	2% District Contribution 7-1-18 - 6-30-19	\$1,429.96	
		\$1,429.96	CT 25004108
C.S.E.A. Chapter 251 Dues - AHC	Payroll Deduction 9.28.18	\$500.00	
		\$500.00	CT 25004109
C.S.E.A. Victory Club	Payroll Deduction 9.28.18	\$102.50	
		\$102.50	CT 25004110
California Electric Supply	Plug-3P4W30A3PH480V #430P7W	\$1,134.00	
	ELECTRICAL-LIGHTING SUPPLIES , 7-1-18 thru 5-31-19	\$238.66	
	ELECTRICAL-LIGHTING SUPPLIES , 7-1-18 thru 5-31-19	\$72.32	
		\$1,444.98	CT 25004111
Carmela A Vignocchi	Grant support as needed 8.15.18 - 12.15.18	\$4,998.50	
		\$4,998.50	CT 25004112
Carolina Biological	Instructional supplies for Biology labs	\$180.36	
		\$180.36	CT 25004113
Cccada	Single Athletic Director Membership Dues 2018-2019	\$100.00	
		\$100.00	CT 25004114
Chevron And Texaco Business Card Service	Gas Credit Card Purchases, 7-01-18 thru 6-30-19	\$617.49	
		\$617.49	CT 25004115
Chronicle Of Higher Education	1 year subscription to the Chronicle of Higher Ed	\$98.00	
		\$98.00	CT 25004116
Comcast Cable	Monthly Recurring Costs 7.1.18-6.30.19	\$134.09	
		\$134.09	CT 25004117
	Monthly Recurring Costs 7.1.18-6.30.19	\$35.72	
		\$35.72	CT 25004118
CSEA CA School Employee Asso.	Payroll Deduction 9.28.18	\$9,229.37	
		\$9,229.37	CT 25004119
Henry Davis	2% District Contribution 7-1-18 - 6-30-19	\$2,386.30	
		\$2,386.30	CT 25004120
Vanessa Delgadillo	Enrollment Expense Reimbursement	\$48.50	
		\$48.50	CT 25004121
DexYP	Santa Maria Verizon Directory July 1-Dec 31, 2018	\$26.00	
		\$26.00	CT 25004122
ECMC	Payroll Deduction 9.28.18	\$362.00	

Allan Hancock College
Warrant Register

Check Dates from 10/1/2018 to 10/31/2018
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$362.00	CT 25004123
Efren'S 2	Food for Noche de Familia	\$500.04	
		\$500.04	CT 25004124
Envoy Plan Services Inc.	Payroll Deduction 9.28.18	\$95,414.65	
		\$95,414.65	CT 25004125
Angelica Eulloqui	Reimb for supplies for Mesa Student Success Event	\$101.82	
		\$101.82	CT 25004126
FACCC Fac Assoc CA Comm Colleges	Payroll Deduction 9.28.18	\$499.00	
		\$499.00	CT 25004127
Faculty Association of AHCC	Payroll Deduction 9.28.18	\$6,725.19	
		\$6,725.19	CT 25004128
Meghan Farrier-Nolan	Keynote Speaker at the NIH/BTTB Health Professions	\$300.00	
		\$300.00	CT 25004129
Federal Express Corp	Mailings for Acct #1104-8488-7 7.1.18 - 6.30.19	\$11.01	
		\$11.01	CT 25004130
Ferguson Enterprises Inc	Plumbing Supplies, 9-01-18 thru 5-31-19	\$702.11	
	Plumbing Supplies, 9-01-18 thru 5-31-19	\$543.49	
	Plumbing Supplies, 9-01-18 thru 5-31-19	\$106.11	
	Plumbing Supplies, 9-01-18 thru 5-31-19	\$428.89	
	Plumbing Supplies, 9-01-18 thru 5-31-19	\$48.00	
	Plumbing Supplies, 9-01-18 thru 5-31-19	\$37.84	
	Plumbing Supplies, 9-01-18 thru 5-31-19	\$74.09	
	Plumbing Supplies, 9-01-18 thru 5-31-19	\$8.88	
	Plumbing Supplies, 9-01-18 thru 5-31-19	\$10.43	
	Plumbing Supplies, 9-01-18 thru 5-31-19	\$150.53	
	Plumbing Supplies, 9-01-18 thru 5-31-19	\$414.97	
	Plumbing Supplies, 9-01-18 thru 5-31-19	\$679.02	
		\$3,204.36	CT 25004131
Foodbank Of Santa Barbara County	FOOD SHARE PROGRAM 7.1.18 - 5.31.19	\$360.28	
		\$360.28	CT 25004132
	FOOD SHARE PROGRAM 7.1.18 - 5.31.19	\$439.74	
		\$439.74	CT 25004133
	FOOD SHARE PROGRAM 7.1.18 - 5.31.19	\$516.98	
		\$516.98	CT 25004134
Ford Motor Credit Company Llc	Leasing 2016 Ford 150 Pickup, 7-1-18 thru 6-30-19	\$490.15	
		\$490.15	CT 25004135
Foundation for California Community Colleges	Student Assistant Internship Services per	\$1,338.06	
		\$1,338.06	CT 25004136
Franchise Tax Board	Payroll Deduction 9.28.18	\$410.31	

**Allan Hancock College
Warrant Register**

Check Dates from 10/1/2018 to 10/31/2018
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$410.31	CT 25004137
Grainger Inc.	Maintenance Supplies, 07-01-18 thru 05-31-19	\$189.60	
		\$189.60	CT 25004138
Graybar Electric	Siemon LL-05 RJ-45 Locks	\$69.60	
	Shipping	\$12.45	
		\$82.05	CT 25004139
Hardy Diagnostics	Instructional Supplies for Biology labs	\$207.57	
	Science Lab Supplies July 1, 2018-May 31, 2019	\$99.72	
	Science Lab Supplies July 1, 2018-May 31, 2019	\$37.57	
		\$344.86	CT 25004140
Hayward Lumber Inc	Hardware-Lumber Supplies, 7-1-18 thru 5-31-19	\$90.86	
		\$90.86	CT 25004141
Health Sanitation Services	Roll-Off Fees for 8-29-18 and 9-14-18	\$275.00	
	Greenyard Waste, Disposal Per Ton Grn-Ydw, 8-29-18	\$109.60	
	Greenyard Waste, Disposal Per Ton Grn-Ydw, 9-14-18	\$100.60	
		\$485.20	CT 25004142
Henry Schein Inc	Medical Supplies per attached Order #64534380 SQ	\$1,934.98	
		\$1,934.98	CT 25004143
Anthony Hobson	2% District Contribution 7-1-18 - 6-30-19	\$3,284.88	
		\$3,284.88	CT 25004144
Ibm Corporation	IBM SPSS statistics base authorized user license	\$997.50	
		\$997.50	CT 25004145
J W Pepper & Son Inc	Concert Band Sheet Music 7-1-18-5-31-19	\$95.12	
		\$95.12	CT 25004146
Kelly Paper Co	Paper consumables for Campus Graphics	\$4,982.32	
	Paper consumables for Campus Graphics	\$154.71	
		\$5,137.03	CT 25004147
Knight'S Pumping & Portable Svc Inc	Rental Portable & Handicap Toilet 1st Game	\$429.60	
		\$429.60	CT 25004148
Lee Central Coast Newspapers	Fall Comm Ed Ad SMT and LR Puzzle Book 7-18-18	\$900.00	
		\$900.00	CT 25004149
LOVARC	Fee Agreement for Fall 2018	\$161.24	
		\$161.24	CT 25004150
Lowes	Campus Graphics Shop Consumables	(\$41.02)	
	Campus Graphics Shop Consumables	\$55.31	
	Campus Graphics Shop Consumables	\$21.86	
		\$36.15	CT 25004151
David Loya	Refund Submitted	\$138.00	
		\$138.00	CT 25004152
Muriel Machin	RMB 10462-10832 CFK Math Boot Camp	\$528.00	

Allan Hancock College
Warrant Register
 Check Dates from 10/1/2018 to 10/31/2018
 Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$528.00	CT 25004153
Machollywood Inc	WACOM CINTIQ PRO13 WAC-DTH1320AKO ESTIMATE #8764	\$993.60	
	WACOM CINTIQ PRO13 WAC-DTH1320AKO ESTIMATE #8764	\$993.60	
	WAC-ACK52701 WACOM SOFT CASE MEDIUM	\$64.69	
	CALIF EWASTE FEE	\$10.00	
		\$2,061.89	CT 25004154
Matheson Tri-Gas Inc	Instructional supplies for noncredit welding class	\$89.99	
		\$89.99	CT 25004155
Metropolitan Life Insurance Co	Premium Sept 2018	\$6,137.11	
		\$6,137.11	CT 25004156
Elizabeth Miller	Consultant services for special projects	\$3,995.00	
	Consultant services for special projects	\$3,995.00	
		\$7,990.00	CT 25004157
Mission Linen & Uniform Service Inc	Uniform Services and Towels, 07-1-18 THRU 05-31-19	\$33.39	
		\$33.39	CT 25004158
Moxie Cafe	Food for Staff Mentorship Information Session	\$378.00	
		\$378.00	CT 25004159
Robert Nichols	2% District Contribution June 2017	\$159.48	
	2% District Contribution 7-1-17 - 6-30-18	\$1,916.95	
	2% District Contribution 7-1-18 - 6-30-19	\$1,955.30	
		\$4,031.73	CT 25004160
Niles Biological	Instructional supplies for Biology labs	\$81.29	
	Instructional supplies for Biology labs	\$78.25	
	Science Lab Supplies July 1, 2018-May 31, 2019	\$38.42	
		\$197.96	CT 25004161
Office Depot	Office Supplies 9-10-18 to 5-31-19	\$801.65	
	PAPER AND TONER SUPPLIES, 7-18-2018 TO 5-31-2019	\$1,779.04	
	LIBRARY SUPPLIES, 7-18-2018 TO 5-31-2019	\$101.29	
		\$2,681.98	CT 25004162
Orchard Business/Synco	Hardware Supplies, 07-01-18 thru 05-31-19	\$33.86	
	Hardware Supplies, 07-01-18 thru 05-31-19	\$53.01	
	Hardware Supplies, 07-01-18 thru 05-31-19	\$38.80	
	Hardware Supplies, 07-01-18 thru 05-31-19	\$5.16	
	Hardware Supplies, 07-01-18 thru 05-31-19	\$27.45	
	Landscape Supplies, 07-01-18 thru 05-31-19	\$4.29	
	Instructional supplies for Biology labs	\$19.85	
		\$182.42	CT 25004163
Otto Frei	Instructional supplies for Noncredit jewelry class	\$474.37	
		\$474.37	CT 25004164
Panera Bread Cafe 3180	Food for Bridges to Success Meeting	\$158.43	

Allan Hancock College

Warrant Register

Check Dates from 10/1/2018 to 10/31/2018

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$158.43	CT 25004165
PARS Public Agency Retirement	Payroll Deduction 9.28.18	\$15,709.17	
		\$15,709.17	CT 25004166
Part Time Faculty AHC - Member	Payroll Deduction 9.28.18	\$11,312.47	
		\$11,312.47	CT 25004167
PCPA Foundation	Payroll Deduction 9/28/18	\$45.00	
		\$45.00	CT 25004168
Ulises Perez	Manual Refund Submitted	\$200.00	
		\$200.00	CT 25004169
Praxair Distribution Inc.	Instr Supplies for Welding Program	\$1,181.20	
	Science Lab Supplies July 1, 2018-May 31, 2019	\$61.51	
		\$1,242.71	CT 25004170
	Instructional supplies for noncredit jewelry class	\$34.02	
		\$34.02	CT 25004171
Precision Air Systems Inc	Air Compressor Service- Materials	\$767.87	
	Freight In Charges	\$15.39	
	Mileage Charges	\$23.77	
	Labor Charges	\$102.00	
	Air Compressor Service- Materials	\$233.27	
	Freight In Charges	\$15.39	
	Labor Charges	\$102.00	
	Mileage Charges	\$23.77	
	Air Compressor Service- Materials	\$58.31	
	Freight In Charges	\$4.37	
	Labor Charges	\$51.00	
	Mileage Charges	\$23.77	
	Air Compressor Service- Materials	\$58.31	
	Freight In Charges	\$4.37	
	Labor Charges	\$51.00	
	Mileage Charges	\$23.77	
	Air Compressor Service- Materials	\$58.31	
	Freight In Charges	\$4.37	
	Labor Charges	\$51.00	
	Mileage Charges	\$23.77	
	Air Compressor Service- Materials	\$151.19	
	Freight In Charges	\$8.32	
	Labor Charges	\$102.00	
	Mileage Charges	\$23.77	
	Air Compressor Service- Materials	\$58.31	
	Freight In Charges	\$4.37	
	Labor Charges	\$51.00	
	Mileage Charges	\$23.77	
	Air Compressor Service- Materials	\$58.31	
	Freight In Charges	\$4.37	
	Labor Charges	\$51.00	
	Mileage Charges	\$23.77	
	Air Compressor Service- Materials	\$58.31	
	Freight In Charges	\$4.37	
	Labor Charges	\$51.00	

Allan Hancock College

Warrant Register

Check Dates from 10/1/2018 to 10/31/2018

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Precision Air Systems Inc	Mileage Charges	\$23.77	
	Air Compressor Service- Materials	\$94.77	
	Freight In Charges	\$17.55	
	Labor Charges	\$517.50	
	Mileage Charges	\$47.52	
	Air Compressor Service-Materials	\$14.05	
	Freight In Charges	\$3.18	
	Labor Charges	\$408.00	
	Mileage Charges	\$43.20	
	Air Compressor Service-Materials	\$35.92	
	Freight In Charges	\$4.52	
	Labor Charges	\$51.00	
	Mileage Charges	\$43.20	
	Air Compressor Service-Materials	\$58.32	
	Freight In Charges	\$4.37	
	Labor Charges	\$51.00	
	Mileage Charges	\$43.20	
	Air Compressor Service-Materials	\$58.32	
	Freight In Charges	\$4.37	
	Labor Charges	\$102.00	
	Mileage Charges	\$43.20	
	Air Compressor Service-Materials	\$80.20	
	Freight In Charges	\$6.01	
	Labor Charges	\$51.00	
	Mileage Charges	\$43.20	
	Air Compressor Service-Materials	\$35.92	
	Freight In Charges	\$4.52	
	Labor Charges	\$51.00	
Mileage Charges	\$43.20		
		\$4,216.23	CT 25004172
Quinn Company	Delivery of equipment 9/12/18	(\$37.81)	
	Pick up of equipment 9/13/18	(\$35.00)	
	Rental Knuckleboom 4WD/4W Steer Diesel	\$464.41	
	ENV REC Fee	\$6.97	
	Delivery of equipment 9/12/18	\$135.00	
	Pick up of equipment 9/13/18	\$125.00	
	Diesel Fuel	\$100.09	
		\$758.66	CT 25004173
Rayne Water Conditioning	Reverse Osmosis for Buildings: J,K,M,N,CBC,S2,R2	\$163.95	
	Reverse Osmosis for Buildings: J,K,M,N,CBC,S2,R2	\$80.95	
		\$244.90	CT 25004174
Readyrefresh By Nestle	Water Delivery Service for Bldgs. 0 and P	\$83.80	
		\$83.80	CT 25004175
Kenneth Reed	Enrollment Exp Reimb	\$95.46	
		\$95.46	CT 25004176
Safeway Inc - Vons Division	Science Lab Supplies July 1, 2018-May 31, 2019	\$55.02	

Allan Hancock College
Warrant Register

Check Dates from 10/1/2018 to 10/31/2018
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$55.02	CT 25004177
Samy's Camera	INSTRUCTIONAL SUPPLIES 07/01/18-05/31/19	\$430.98	
		\$430.98	CT 25004178
Santa Barbara Co Dept Of Social Svc	WRC Lease & Operating Costs 7-1-18 to 6-30-19	\$228.39	
	WRC Lease & Operating Costs 7-1-18 to 6-30-19	\$2,930.25	
		\$3,158.64	CT 25004179
Santa Barbara County Sheriff's Office	Payroll Deduction 9.28.18	\$614.77	
		\$614.77	CT 25004180
Scholarship College Savings	Payroll Deduction 9.28.18	\$30.00	
		\$30.00	CT 25004181
Scott Cowdrey	Reimbursement Certification	\$600.00	
		\$600.00	CT 25004182
Siemens Industry Inc	LVC Security Alarm Services 7-1-18 to 6-30-19	\$720.00	
		\$720.00	CT 25004183
Smart & Final	Instructional Supplies 8-22-2018 thru 5-31-2019	\$37.81	
	Food supplies Aug 2-Dec 24. 2018	\$153.95	
	Food for Student Equity Student Events	\$188.37	
	Food Supplies	\$45.00	
	Instructional Supplies 8-22-2018 thru 5-31-2019	\$61.35	
	Instructional Supplies 8-22-2018 thru 5-31-2019	\$26.97	
	Instructional Supplies 8-22-2018 thru 5-31-2019	\$78.04	
	Operational Supplies Harvest Maker Festival	\$300.19	
		\$891.68	CT 25004184
Smith Electric	Electrical Work (Materials)	\$289.30	
	Labor Charges	\$2,760.00	
	Materials Mark Up	\$43.40	
	Materials to Replace Heat Pump, Bldg. C 40 (Forum)	\$8,618.00	
	Labor Charges	\$5,939.00	
		\$17,649.70	CT 25004185
Source Graphics	Campus Graphics Wide Format CNS, heads, paper	\$693.05	
		\$693.05	CT 25004186
Southern California Gas Co	Gas Supply 7.1.18-6.30.19	\$778.75	
	Gas Supply 7.1.18-6.30.19	\$194.69	
		\$973.44	CT 25004187
Spectrum Reach	F18 CE Commercial Contracts July 18 thru Nov. 18	\$2,085.00	
	F18 CE Commercial Contracts July 18 thru Nov. 18	\$2,069.00	
	F18 CE Commercial Contracts July 18 thru Nov. 18	\$1,030.00	
	F18 CE Commercial Contracts July 18 thru Nov. 18	\$1,030.00	
		\$6,214.00	CT 25004188
Sport & Cycle Team Athletics Inc	Football Thigh Pads Pairs	\$129.47	
	Football Knee Pads Pairs Oval Shape	\$181.18	

Allan Hancock College
Warrant Register

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Vendor Name	Description	Amount	Warrant
Sport & Cycle Team Athletics Inc	PTWT Vegas Wht Socks	\$754.92	
	Football Travel Bags	\$464.29	
	Deluxe Air Mouthguard Royal	\$916.92	
	Hardshell Chin Strap Royal	\$207.23	
	UA Football Game Pants Var Szs.	\$829.44	
	Trainers Sling Bag	\$42.93	
	Royal Practice Jerseys	\$61.50	
	Gold Practice Jerseys	\$81.99	
	Shipping	\$193.20	
		\$3,863.07	CT 25004189
St Joseph High School	2018-19 Athletic Booster Sponsorship Field Sign	\$500.00	
		\$500.00	CT 25004190
STRS Cash Balance Plan, MS#20	Payroll Deduction 9.28.18	\$29,841.64	
		\$29,841.64	CT 25004191
Target Specialty Products	Pesticide Supplies	\$313.21	
	Freight Charges	\$6.31	
	Pesticide Supplies	\$123.29	
		\$442.81	CT 25004192
Testa Catering	Food for ESL Lunch Learn Campus Tour	\$278.89	
		\$278.89	CT 25004193
Texas Life Insurance Co.	Life Ins Premiums Sept 2018	\$1,775.32	
		\$1,775.32	CT 25004194
TG	Payroll Deduction 9.28.18	\$860.91	
		\$860.91	CT 25004195
The Hartford	Group Life Insurance Premiums Sept 2018	\$5,402.88	
		\$5,402.88	CT 25004196
United Parcel Service	UPS Charges, 7-1-18 thru 6-30-19	\$99.72	
		\$99.72	CT 25004197
United Refrigeration Inc	HVAC Supplies, 07-01-18 thru 05-31-19	\$197.24	
	HVAC Supplies, 07-01-18 thru 05-31-19	\$84.50	
		\$281.74	CT 25004198
United Way of the Central Coast	Payroll Deduction 9.28.18	\$45.00	
		\$45.00	CT 25004199
US Dept of Education	Payroll Deduction 9.28.18	\$1,629.57	
		\$1,629.57	CT 25004200
Us Postal Service-Hasler	Postage Deposit to Hasler for Meter in Shipping	\$10,000.00	
		\$10,000.00	CT 25004201
Suzanne M Valery	Provide Technical Assistance to the Markerspace	\$2,000.00	
		\$2,000.00	CT 25004202

Allan Hancock College

Warrant Register

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Vendor Name	Description	Amount	Warrant
Verizon Wireless	Cell Phone Monthly Service Fees	\$46.29	
		\$46.29	CT 25004203
	Monthly Charges for 805.621.2466 thru 6.30.19	\$38.01	
		\$38.01	CT 25004204
Ward's Science Inc	Instructional supplies for Biology labs	\$41.02	
		\$41.02	CT 25004205
Hayden Warner	Manual Refund Submitted	\$311.00	
		\$311.00	CT 25004206
Waterboy Sports	Lever for Nozzle	\$19.50	
	Safety Spout for PN-1 5 pk	\$60.00	
	Flo Jet Water Pump SN	\$130.00	
	WORKSHELF G2.1 Wagon	\$150.00	
	Shipping Handling	\$55.00	
		\$414.50	CT 25004207
Western Pre-Hung Inc	Door Invoice #7338	\$426.60	
	Door Frame	\$172.80	
	Hinges	\$21.06	
		\$620.46	CT 25004208
Christopher Zarate	2% District Contribution 7-1-18 - 6-30-19	\$2,572.08	
		\$2,572.08	CT 25004209
Zoe'S Hawaiian Bbq	Food for Veteran Students Mentorship Monday	\$221.95	
		\$221.95	CT 25004210
Ana E Zuniga	Independent Contract-Zuniga	\$260.00	
		\$260.00	CT 25004211
Alaco Ladder Company	Stand Off Bracket, Standard 7 inch for 560 Ladder	\$43.10	
	Freight Charges	\$10.50	
		\$53.60	CT 25004212
Jose Alvarez	9.24-26.18 mileage reimbursement	\$189.66	
		\$189.66	CT 25004213
Diane Auten	Central Coast Writers conference	\$269.31	
		\$269.31	CT 25004214
Lynn Becerra-Valencia	AVID for Higher Ed conference	\$581.41	
		\$581.41	CT 25004215
Ashley Brackett	CommunityCollegeCounselorConference	\$363.40	
		\$363.40	CT 25004216
Days Inn	Carissa Perales 10.19-20.18 Field Trip	\$3,662.82	
		\$3,662.82	CT 25004217
David Degroot	ASCCC Academic Academy	\$150.00	
	ASCCC Academic Academy	\$651.17	
		\$801.17	CT 25004218
Enterprise Rent-A-Car	Car Rental for user D. Perez 7/1/18 - 5/31/19	\$148.96	

Allan Hancock College
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Vendor Name	Description	Amount	Warrant
		\$148.96	CT 25004219
Albert Garcia	5.23-7.2.18 mileage reimbursement	\$103.55	
		\$103.55	CT 25004220
Emmanuel Guerrero	MESA Directors training	\$1,006.72	
		\$1,006.72	CT 25004221
Philip Hamer	9.27.18 mileage reimbursement	\$33.79	
		\$33.79	CT 25004222
Hampton Inn	Larry Manalo 10.23-26.18	\$672.76	
		\$672.76	CT 25004223
Edwin Hodges	New Directors training	\$93.46	
	New Directors training	\$93.46	
		\$186.92	CT 25004224
Sherry Loomis	3CSN Habits of Mind workshop	\$409.77	
		\$409.77	CT 25004225
Amiko Matsuo	NACCE Conference	\$700.00	
		\$700.00	CT 25004226
Lydia Maxwell	9.18.18 mileage reimbursement	\$27.36	
		\$27.36	CT 25004227
Lizbeth Mendoza Atilano	8.30-9.10.18 mileage reimbursement	\$40.33	
		\$40.33	CT 25004228
Holly Nolan-Chavez	Emerging Leaders Institute	\$405.57	
		\$405.57	CT 25004229
Diana Perez	8.9-24.18 mileage reimbursement	\$58.32	
		\$58.32	CT 25004230
Patricia Prado-Rios	8.22-30.18 mileage reimbursement	\$58.86	
		\$58.86	CT 25004231
Julie Rios	8.17.18 mileage reimbursement	\$28.34	
		\$28.34	CT 25004232
Bettie Shaw	9.6-13.18 mileage reimbursement	\$19.62	
		\$19.62	CT 25004233
Elijah Simmons	9.6.18 mileage reimbursement	\$28.34	
		\$28.34	CT 25004234
Smart & Final	Custodial Supplies, 07-01-18 thru 05-31-19	\$346.15	
	Smart Final	\$96.88	
	Food Supplies For Children Cntr 8-4-18 to 12-13-18	\$179.86	
	Food for Student Equity Student Events	\$61.94	
	Food for Student Equity Student Events	\$43.38	
	Food for Student Equity Student Events	\$60.82	
	Food for Student Equity Student Events	\$426.55	
	Smart Final	\$61.13	

Allan Hancock College

Warrant Register

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Vendor Name	Description	Amount	Warrant
		\$1,276.71	CT 25004235
Alexandra Spiess	New Directors/Coordinators training	\$61.47	
	New Directors/Coordinators training	\$61.47	
		\$122.94	CT 25004236
Pamela Storie	CSU Counselor Conference	\$175.10	
		\$175.10	CT 25004237
Us Coachways	Carissa Perales 10.19-20.18 field trip	\$2,612.54	
		\$2,612.54	CT 25004238
US Dept of Veterans Affairs Chapter 33	VA33 Return H20020997	\$530.70	
		\$530.70	CT 25004239
	VA33 Return H20047280	\$5.00	
		\$5.00	CT 25004240
	VA33 Return H01757834	\$282.00	
		\$282.00	CT 25004241
Alicia Valdiviezo	9.19-27.18 mileage reimbursement	\$36.97	
	9.19-27.18 mileage reimbursement	\$39.88	
		\$76.85	CT 25004242
Jean Dague	CLETS Users Group conference	\$700.00	
		\$700.00	CT 25004243
Get R Gun	Remington Ammunition 9mm Luger 115 GR Full Metal	\$10,260.00	
		\$10,260.00	CT 25004244
Ana Gomez De Torres	Central Coast Writers conference	\$326.76	
		\$326.76	CT 25004245
Andria Keiser	Field Team Convening	\$432.60	
		\$432.60	CT 25004246
Holly Nolan-Chavez	SCCRC Stakeholder meeting	\$475.55	
		\$475.55	CT 25004247
Carissa Perales	CA Adv for field trip meals	\$4,590.00	
		\$4,590.00	CT 25004248
Ana Sofia Ramirez Gelpi	Consortium Directors Event	\$115.00	
	Consortium Directors Event	\$533.07	
		\$648.07	CT 25004249
Arely Rivera-Rojas	7.23-8.2.18 mileage reimbursement	\$23.44	
		\$23.44	CT 25004250
Alexandra Spiess	NextUp training	\$67.24	
		\$67.24	CT 25004251
David Velazquez	Manual Refund Submitted	\$200.00	
		\$200.00	CT 25004252
Ventura PD	Vendor Refund	\$9.50	

Allan Hancock College

Warrant Register

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Vendor Name	Description	Amount	Warrant
Ventura PD	Vendor Refund	\$9.50	
		\$19.00	CT 25004253
Lacy Zelmer	Manual Refund Submitted	\$110.00	
		\$110.00	CT 25004254
Acme Auto Leasing Llc	Lease payment for 2018 Dodge Police Charger	\$658.80	
		\$658.80	CT 25004255
Ahc - Part-Time Faculty Association	Reimbursement for rent per article 11.7	\$1,617.28	
	Reimbursement for phone per article 11.7	\$217.58	
	Reimbursement for utilities per article 11.7	\$88.25	
	Reimbursement for consultant per article 11.7	\$120.00	
	Reimbursement for consultant per article 11.7	\$75.00	
		\$2,118.11	CT 25004256
All American Screen Printing Inc	Windbreaker-Gold Snap,Back Text and Chest Logo	\$36.72	
	Safety Vest with Logo on Back	\$17.82	
		\$54.54	CT 25004257
Amazon	A Students Guide to Python for Physical Modeling	\$23.12	
	Shipping and Handling	\$6.47	
	Chef Coat Medium	\$215.99	
	Chef Coat Large	\$172.71	
	Chef Coat X-Large	\$64.77	
	Chef Coat XXL	\$51.82	
	Chef Coat XXXL	\$51.82	
	Taylor Precision Pocket Thermometer	\$145.06	
	Shipping -Handling	\$13.18	
	Chef Coat Small	\$118.25	
	Mercer 8 Piece Knife Set	\$1,833.52	
	Shipping -Handling	\$25.60	
	Mercer 8 Piece Knife Set	\$977.88	
	Shipping -Handling	\$13.65	
	Instructional Supplies 9-25-18 to 5-31-19	\$195.91	
	Instructional Supplies 9-25-18 to 5-31-19	\$44.95	
	48 GAUZE BANDAGE ROLL FOR WOUND CARE	\$23.51	
	ITEC MFG BACKBOARD STRAPS QUICK SIDE RELEASE	\$54.00	
	ELASTIC BANDAGE WRAP COMPRESSION TAPE	\$48.00	
	1ST CHOICE NITRILE DISPOSABLE GLOVES XLARGE	\$52.99	
	Examen de Cuidadania Americana	\$7.50	
	Ciudadania Americana	\$9.67	
	Shipping handling	\$6.48	
	Guia de estudio para el examen	\$8.59	
	Building Citizenship	\$18.84	
	Shipping handling	\$0.10	
	Kenwood radio battery Ni-MH	\$151.92	
	Logitech Wireless M570 Trackball	\$30.96	
		\$4,367.26	CT 25004258
	BOOKS FOR THE SANTA MARIA LIBRARY	\$635.85	

**Allan Hancock College
Warrant Register**

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Vendor Name	Description	Amount	Warrant
Amazon	BOOKS FOR THE SANTA MARIA LIBRARY	\$43.65	
	BOOKS FOR THE SANTA MARIA LIBRARY	\$902.07	
	BOOKS FOR THE SANTA MARIA LIBRARY	\$128.38	
	BOOKS FOR THE SANTA MARIA LIBRARY	(\$155.34)	
		\$1,554.61	CT 25004259
American Business Machines	Canon Copier IR2525 SN #FRU47593, ID #10988	\$2.90	
	Canon Copier IR4235, Serial #RKJI7959, ID#10845	\$4.73	
	Canon Copier IR4235, Serial #RKJI7959, ID#10845	\$4.73	
	Canon Copier IR4235, Serial #RKJI7959, ID#10845	\$9.44	
	Canon Copier IR4245, Serial #QHP03847, ID#10987	\$51.23	
	Canon Copier IR4535, Serial #RKJI7964, ID#10846	\$14.87	
	Canon Copier IR4535, Serial #RKJI7964, ID#10846	\$7.43	
	Canon Copier IR4535, Serial #RKJI7964, ID#10846	\$7.43	
	Copy Machine Maintenance	\$80.71	
	Cannon Copier IR2525, Serial #RMU01022, ID #10966	\$51.84	
	Maintenance agreement : ID#Z10953	\$117.37	
	Cannon Copier iRAdv4251, Serial #RKPO6410	\$53.57	
	Cannon Copier iR Adv4251, Serial #RKPO9130	\$160.00	
		\$566.25	CT 25004260
American Society Of Composers	License fee for nondramatic performance of	\$1,423.39	
		\$1,423.39	CT 25004261
American Star Tours, Inc.	Bus Service - AHC Mens and Womens Soccer	\$1,408.00	
	Bus Service to PCPA Solvang, 8-14-18 thru 8-19-18	\$4,260.00	
	Charter Bus Service Charter No. 18-22440	\$3,155.00	
	Bus Service-AHC Football, 8-23-18 thru 11-3-18	\$2,356.00	
		\$11,179.00	CT 25004262
Armstrong's Lock And Key	Key-Lock Supplies, 07-01-18 thru 05-31-19	\$18.36	
	Key-Lock Supplies, 07-01-18 thru 05-31-19	\$29.70	
		\$48.06	CT 25004263
Atkinson Andelson Loya Ruud And Romo	General Legal Counsel July 1, 2018 through June	\$569.63	
	General Legal Counsel July 1, 2018 through June	\$406.88	
	General legal services through June 30, 2019	\$406.88	
	General legal services through June 30, 2019	\$4,000.00	
	General legal services through June 30, 2019	\$5,045.25	
	General legal services through June 30, 2019	\$81.38	
	General legal services through June 30, 2019	\$1,042.13	
	General legal services through June 30, 2019	\$813.75	
		\$12,365.90	CT 25004264
Atlas Performance Ind Inc	Office Trailer W/RR, 12 x 60, 7-1-18 thru 6-30-19	\$650.00	
	Ramp-Under 30" Straight Design	\$435.00	
		\$1,085.00	CT 25004265
E3 Audiometrics	Calibration services for Starkey SA10 Serial 315	\$175.00	
		\$175.00	CT 25004266
B & B Steel & Supply	Instr Supplies Welding Program	\$1,828.20	

Allan Hancock College

Warrant Register

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Vendor Name	Description	Amount	Warrant
		\$1,828.20	CT 25004267
B&H Photo Video	ILFORD MULTIGRADE IV RC DELUXE PAPER PEARL	\$72.00	
	CANON LC-E10 BATTERY CHARGER FOR EOS REBEL	\$40.75	
	SENSEI 58mm CENTER PINCH SNAP ON LENS CAP	\$14.25	
		\$127.00	CT 25004268
Bremer Auto Parts	OPERATIONAL SUPPLIES JULY 1 2018 TO MAY 31 2019	\$11.22	
	Maintenance Repair Parts	\$217.84	
	Maintenance Repair Parts	\$128.17	
	Maintenance Repair Parts	\$30.78	
	Maintenance Repair Parts	\$165.61	
	Maintenance Repair Parts	\$22.76	
	Maintenance Repair Parts	\$124.66	
	Maintenance Repair Parts	\$208.41	
	Maintenance Repair Parts	\$12.89	
	Maintenance Repair Parts	\$37.66	
	Maintenance Repair Parts	(\$11.31)	
	V-Belt, Tri-Power, AX42	\$31.72	
	Belt, FHP, 4L430W	\$22.98	
	OPERATIONAL SUPPLIES JULY 1 2018 TO MAY 31 2019	\$60.37	
		\$1,063.76	CT 25004269
Burnham Insurance Services	ACA Consulting Services 7.1.18-6.30.19	\$3,250.00	
		\$3,250.00	CT 25004270
Ca Schools Dental Coalition	Delta Dental Insurance Premium Nov 2018	\$69,403.00	
		\$69,403.00	CT 25004271
Caccrao	2018-19 CACCRAO membership dues	\$300.00	
		\$300.00	CT 25004272
Cal Poly State University	Yr. 9 Sub Recipient Agreement 7.1.18 - 12.31.18	\$9,946.19	
		\$9,946.19	CT 25004273
	Yr. 9 Sub Recipient Agreement 7.1.18 - 12.31.18	\$4,612.43	
		\$4,612.43	CT 25004274
Cal State Auto Parts	Instr Supplies Auto Tech Program	\$47.95	
		\$47.95	CT 25004275
Califitness Equipment Expert	Fitness Lab Quarterly Maintenance Service	\$407.00	
	Fitness Lab Annual Preventative Maintenance Service	\$400.00	
		\$807.00	CT 25004276
California Community Colleges	Reimbursement for Travel, Zero Txtbk Grant	\$1,439.42	
		\$1,439.42	CT 25004277
California Electric Supply	ELECTRICAL-LIGHTING SUPPLIES , 7-1-18 thru 5-31-19	\$139.21	
	ELECTRICAL-LIGHTING SUPPLIES , 7-1-18 thru 5-31-19	\$97.85	
Ca Electric Supply	Supplies Per Invoices 7826-752572 and 7826-753000	\$317.43	
	Supplies Per Invoices 7826-752572 and 7826-753000	\$21.06	
		\$575.55	CT 25004278
Capitol Advisors Group LLC	CONSULTING & ADVOCACY AGREEMENT FOR ALLAN HANCOCK	\$2,000.00	

Allan Hancock College

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Vendor Name	Description	Amount	Warrant
Capitol Advisors Group LLC	CONSULTING & ADVOCACY AGREEMENT FOR ALLAN HANCOCK	\$2,000.00	
	CONSULTING & ADVOCACY AGREEMENT FOR ALLAN HANCOCK	\$4,000.00	
		\$8,000.00	CT 25004279
Card Integrators	PVC ULTRA CARD, 30 MIL STAFF ID CARDS	\$118.80	
	PRINT SERVICES	\$324.00	
	FREIGHT	\$18.50	
		\$461.30	CT 25004280
Carolina Biological	Instructional supplies for Biology labs	\$28.03	
	Instructional supplies for Biology labs	\$71.34	
		\$99.37	CT 25004281
Carquest Auto Parts	Instr Supplies Auto Tech Program	\$516.54	
	Instr Supplies Auto Tech Program	\$39.20	
	Instr Supplies Auto Tech Program	(\$35.67)	
		\$520.07	CT 25004282
CDW Government Inc	HP LASERJET PRO M102W PRINTER Q #KBSX126	\$99.35	
	HP 17A ORIGINAL TONER CARTRIDGE BLK	\$118.00	
		\$217.35	CT 25004283
Central City Leasing	Leasing 2016 Chevrolet Pickup, 7-1-18 thru 6-30-19	\$473.85	
	Leasing 2016 Chevrolet Pickup, 7-1-18 thru 6-30-19	\$473.85	
		\$947.70	CT 25004284
City of Lompoc	Commercial Light Electric 7.1.18 - 6.30.19	\$20,836.80	
	Water Services 7.1.18 - 6.30.19	\$6,081.27	
	Waste Disposal/Sewer Fees 7.1.18 - 6.30.19	\$1,797.98	
		\$28,716.05	CT 25004285
City Of Santa Maria	Water Services and Disposal Site 7.1.18 - 6.30.19	\$2,045.41	
	Water Services and Disposal Site 7.1.18 - 6.30.19	\$511.35	
	Water Services and Disposal Site 7.1.18 - 6.30.19	\$5,245.00	
	Water Services and Disposal Site 7.1.18 - 6.30.19	\$1,311.25	
	Water Services and Disposal Site 7.1.18 - 6.30.19	\$6,492.40	
	Water Services and Disposal Site 7.1.18 - 6.30.19	\$1,623.10	
	Water Services and Disposal Site 7.1.18 - 6.30.19	\$527.10	
	Water Services and Disposal Site 7.1.18 - 6.30.19	\$131.78	
	Water Services and Disposal Site 7.1.18 - 6.30.19	\$1,295.41	
	Water Services and Disposal Site 7.1.18 - 6.30.19	\$323.85	
	Water Services and Disposal Site 7.1.18 - 6.30.19	\$95.27	
	Water Services and Disposal Site 7.1.18 - 6.30.19	\$23.82	
	Water Services and Disposal Site 7.1.18 - 6.30.19	\$2,085.27	
	Water Services and Disposal Site 7.1.18 - 6.30.19	\$521.32	
	Water Services and Disposal Site 7.1.18 - 6.30.19	\$5,443.26	
	Water Services and Disposal Site 7.1.18 - 6.30.19	\$1,360.81	
	Water Services and Disposal Site 7.1.18 - 6.30.19	\$97.98	
	Water Services and Disposal Site 7.1.18 - 6.30.19	\$24.49	
	Water Services and Disposal Site 7.1.18 - 6.30.19	\$168.89	
	Water Services and Disposal Site 7.1.18 - 6.30.19	\$42.22	
Water Services and Disposal Site 7.1.18 - 6.30.19	\$183.23		

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Vendor Name	Description	Amount	Warrant
City Of Santa Maria	Water Services and Disposal Site 7.1.18 - 6.30.19	\$45.81	
	Water Services and Disposal Site 7.1.18 - 6.30.19	\$910.50	
	Water Services and Disposal Site 7.1.18 - 6.30.19	\$227.63	
		\$30,737.15	CT 25004286
Coast Line Distributing	Food Supplies for Children Cntr 8-4-18 to 12-13-18	\$371.86	
		\$371.86	CT 25004287
Comcast Cable	Monthly Recurring Costs 7.1.18-6.30.19	\$198.26	
		\$198.26	CT 25004288
	Monthly Recurring Costs 7.1.18-6.30.19	\$236.05	
		\$236.05	CT 25004289
	Monthly Recurring Costs 7.1.18-6.30.19	\$128.26	
		\$128.26	CT 25004290
	Monthly Recurring Costs 7.1.18-6.30.19	\$126.04	
		\$126.04	CT 25004291
	Monthly Recurring Costs 7.1.18-6.30.19	\$2,380.92	
		\$2,380.92	CT 25004292
Creation Engine Inc	SketchUp Pro 2018 M.W 1 Yr Network Lab Lic	\$555.00	
		\$555.00	CT 25004293
Culligan Of Lompoc	RENTAL REVERSE OSMOSIS JULY 1 2018 TO JUNE 30 2019	\$23.50	
		\$23.50	CT 25004294
Culligan/Central Coast Water Treatment	Campus Graphics Drinking Water	\$7.21	
	Water Rental Stand	\$11.00	
		\$18.21	CT 25004295
	Monthly rental for 9 mixed bed DI tank Deionized Water for Bldg M 7.1.18 - 6.30.19	\$25.00 \$100.00	
	\$125.00	CT 25004296	
Custom Colors Auto Body Supplies, Inc.	Instr Supplies Auto Body Program	\$146.53	
	Instr Supplies Auto Body Program	\$28.71	
		\$175.24	CT 25004297
Department Of Justice	August 2018 CNA Fingerprinting	\$1,440.00	
		\$1,440.00	CT 25004298
	DOJ FBI Clearance for staff and student workers.	\$2,725.00	
	\$2,725.00	CT 25004299	
Downs Government Affairs, LLC	Services for consortium proj. workforce training	\$2,000.00	
		\$2,000.00	CT 25004300
Efren'S 2	Food for CAN Fall Student Conference	\$1,200.96	
		\$1,200.96	CT 25004301
Ewing Irrigation Products Inc	Landscape Supplies, 07-01-18 thru 05-31-19	\$49.79	

Allan Hancock College
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Vendor Name	Description	Amount	Warrant
		\$49.79	CT 25004302
Eyemed Vision Care	Vision Insurance Premiums for October 2018	\$2,621.60	
		\$2,621.60	CT 25004303
Facilities Planning And Consulting Services	Consulting Services for Space Inventory 2018-19	\$17,670.00	
	Consulting Services for Facilites Planning	\$3,587.50	
		\$21,257.50	CT 25004304
Farm Supply Company	Landscape Supplies, 7-1-18 thru 5-31-19	\$37.72	
		\$37.72	CT 25004305
Fatte's Pizza of Santa Maria	Food for UTC Staff and Student Worker SARS Trng.	\$34.33	
	Food for VSC Mentor Monday	\$152.86	
	Food for Noche de Familia	\$71.57	
		\$258.76	CT 25004306
Ferguson Enterprises Inc	Plumbing Supplies, 9-01-18 thru 5-31-19	\$169.69	
	Plumbing Supplies, 9-01-18 thru 5-31-19	\$103.40	
	Plumbing Supplies, 9-01-18 thru 5-31-19	\$19.11	
	Plumbing Supplies, 9-01-18 thru 5-31-19	\$331.25	
		\$623.45	CT 25004307
Fisher Scientific Co Llc	FB TRNSFR PIPET IND STL 500/PK	\$107.04	
	FUEL SURCHARGE	\$4.95	
		\$111.99	CT 25004308
Follett Heg - Ahc Bookstore	Instructional Supplies, 07-01-18 to 05-31-19	\$153.54	
	Instructional Supplies Aug 2-Dec 20. 2018	\$5,380.02	
	Instructional Supplies Aug 2-Dec 20. 2018	\$628.02	
	University Physics Volume 1 ISBN# 9781938168277	\$157.14	
	University Physics Volume 2 ISBN# 9781938168161	\$108.54	
	University Physics Volume 3 ISBN# 9781938168185	\$108.54	
	College Physics ISBN# 9781938168000	\$52.38	
	ZTC Grant Instructional supplies 8-7-18 thru	\$180.90	
	Textbooks for Prison 7.1.18-5.30.19	\$2,158.50	
	TEXT BOOKS FOR EOPS INMATES-BOOK LENDING PROGRAM	\$1,916.06	
	Purchase books Aug 14, 2018 - Dec 31, 2018	\$2,373.84	
	Bookstore Grant for Student Trustee 2018-19	\$267.31	
	RESERVE TEXTBOOKS FOR STUDENT USE IN THE LIBRARY	\$4,957.99	
	Library Books for SM Campus Library	\$8,581.43	
	ART INSTRUCT SUPPLIES JULY 1, 2018 - MAY 31, 2019	\$10.29	
	Bookstore supplies	\$58.32	
		\$27,092.82	CT 25004309
	BOOK VOUCHERS (CARDS) FOR EOPS STUDENTS FALL 2018	\$40,000.00	
	BOOK VOUCHERS (CARDS) FOR EOPS STUDENTS FALL 2018	\$10,000.00	
	BOOK VOUCHERS (CARDS) FOR EOPS STUDENTS FALL 2018	\$10,000.00	

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Vendor Name	Description	Amount	Warrant
		\$60,000.00	CT 25004310
Follett Heg - Ahc Bookstore	Book Grants	\$9,175.77	
	Book Grants	\$1,193.40	
		\$10,369.17	CT 25004311
Francisco Jimenez	Student Workshop and Lecture on 10/4/18	\$1,000.00	
		\$1,000.00	CT 25004312
Frontier Communications	Telephone Service 7.1.18-6.30.19	\$3,017.67	
		\$3,017.67	CT 25004313
	Telephone Service 7.1.18-6.30.19	\$33.70	
		\$33.70	CT 25004314
	Telephone Service 7.1.18-6.30.19	\$155.43	
		\$155.43	CT 25004315
	Telephone Service 7.1.18-6.30.19	\$313.37	
	Telephone Service 7.1.18-6.30.19	\$52.59	
	Telephone Service 7.1.18-6.30.19	\$375.62	
		\$741.58	CT 25004316
	Telephone Service 7.1.18-6.30.19	\$1,334.66	
	Telephone Service 7.1.18-6.30.19	\$333.67	
		\$1,668.33	CT 25004317
Garda CI West Inc	Armored Transportation Service 12 @ \$409.36	\$444.67	
	Armored Transportation Service 12 @ \$409.36	\$35.73	
	Armored Transportation Service 12 @ \$409.36	\$17.95	
	Armored Transportation Service 12 @ \$409.36	\$11.85	
	Armored Transportation Service 12 @ \$409.36	\$67.15	
		\$577.35	CT 25004318
Graybar Electric	Hubbell REKZL	\$205.09	
		\$205.09	CT 25004319
Harbor Freight Tools	Instr Supplies Auto Tech Program	\$82.24	
		\$82.24	CT 25004320
Hayward Lumber Inc	Hardware-Lumber Supplies, 7-1-18 thru 5-31-19	\$61.49	
		\$61.49	CT 25004321
Lisa Hernandez	Reimbursement for Food and paper goods	\$32.42	
		\$32.42	CT 25004322
Industrial Medical Group Of Santa Maria Valley	Health & Physicals and TB tests for staff	\$2,135.00	
		\$2,135.00	CT 25004323
Intermountain Lock And Security Supply	KEY AND LOCK SUPPLIES, 07-01-18 THRU 05-31-19	\$37.00	
	KEY AND LOCK SUPPLIES, 07-01-18 THRU 05-31-19	\$79.28	
		\$116.28	CT 25004324
Ips Group Inc	7" paper rolls item # 767-901	\$116.10	
	Freight Charges	\$15.00	

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Vendor Name	Description	Amount	Warrant
		\$131.10	CT 25004325
J.E. Halliday Sales Inc	Campus Graphics Envelope Press CNS. Toner, Drums	\$65.39	
		\$65.39	CT 25004326
Jack Hardy	Reimbursement for interview	\$300.00	
		\$300.00	CT 25004327
Jack'S Repair & Sales Inc	Lawnmower and Edger Supplies per Invoices	\$70.65	
	Lawnmower and Edger Supplies per Invoices	\$13.99	
	Lawnmower and Edger Supplies per Invoices	\$127.53	
		\$212.17	CT 25004328
KCOY 12 TV	Friday Football Focus 8-24-11-2-18	\$1,400.00	
	Com Ed Ad-Clothing Construction Sept.-Oct. 2018	\$745.00	
		\$2,145.00	CT 25004329
Kea Dance	COSTUME MATERIALS FOR CONCERT	\$380.65	
		\$380.65	CT 25004330
Kelly Paper Co	Paper consumables for Campus Graphics	\$1,960.02	
	Paper consumables for Campus Graphics	\$2,190.83	
		\$4,150.85	CT 25004331
Kincares Inc	Independent Contract-Kincares	\$1,454.55	
		\$1,454.55	CT 25004332
Knight'S Pumping & Portable Svc Inc	Rental Portable & Handicap Toilet 2nd Game	\$812.85	
		\$812.85	CT 25004333
Koehler Plumbing Inc	Repairs to Mixing Valves (Materials)	\$2,337.65	
	Labor Charges	\$315.00	
	Freight Charges	\$41.37	
	Labor Charges	\$420.00	
	Replace Shut-Off Valve, LVC Bldg. 5 (Materials)	\$787.91	
		\$3,901.93	CT 25004334
Kone Inc	Elevators Service Agreement , 7-1-18 thru 6-30-19	\$4,227.60	
	Elevators Service Agreement , 7-1-18 thru 6-30-19	(\$169.05)	
	Elevators Service Agreement , 7-1-18 thru 6-30-19	(\$169.05)	
	Elevators Service Agreement , 7-1-18 thru 6-30-19	(\$169.05)	
	Elevators Service Agreement , 7-1-18 thru 6-30-19	(\$169.05)	
		\$3,551.40	CT 25004335
Erin Krier	Reimb for Summer Purchases for Garden	\$299.15	
		\$299.15	CT 25004336
Larry Lahr	Trustee Compensation for Board Meeting Attendance	\$240.00	
	Dental Ins Premium Ded 8.14.18	(\$196.69)	
	Trustee Compensation for Board Meeting Attendance	\$240.00	
	Dental Ins Premium Ded 9.11.18	(\$196.69)	
		\$86.62	CT 25004337
Margaret Lau	Reimb for SkillsUSA Official Competition Shirt	\$37.00	

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Vendor Name	Description	Amount	Warrant
		\$37.00	CT 25004338
Lee Central Coast Newspapers	YEARLY RENEWAL, SANTA MARIA TIMES, FOR AHC LIBRARY	\$161.25	
		\$161.25	CT 25004339
Louies Crane Service Llc	Crane Service , Bldg, A	\$450.00	
		\$450.00	CT 25004340
LOVARC	Fee Agreement for Fall 2018	\$303.34	
		\$303.34	CT 25004341
Lynn Music	INSTRUMENT REPAIR MAINTENANCE 7.01.2018-5.31.2019	\$105.00	
		\$105.00	CT 25004342
Mailfinance Inc	Leasing IM5000 Mail Machine, 7-1-18 thru 6-30-19	\$1,949.18	
		\$1,949.18	CT 25004343
McMaster-Carr Supply Co.	Instr Supplies Machining Program	\$213.52	
		\$213.52	CT 25004344
Michael J Barnes	Reimbursement Certification-Interview	\$600.00	
		\$600.00	CT 25004345
Mid State Container Sales Inc	Container Rental, 7-1-18 thru 12-31-18	\$135.00	
		\$135.00	CT 25004346
Elizabeth Miller	Consultant services for special projects	\$3,315.00	
	Consultant services for special projects	\$3,315.00	
		\$6,630.00	CT 25004347
Mission Linen & Uniform Service Inc	Laundry services for Auto Tech Program	\$32.15	
	Laundry services for Auto Body Program	\$8.67	
	Uniform Services and Towels, 07-1-18 THRU 05-31-19	\$33.39	
	Uniform Services and Towels, 07-1-18 THRU 05-31-19	\$33.39	
	Laundry services for Auto Tech Program	\$32.15	
		\$139.75	CT 25004348
New Pig Corp	Pig Spl Kit, 95 gal, Oil Only, Item KIT441-WH	\$1,352.80	
	Pig Spl Kit, 4 Gal, Haz Mat,, KIT3200	\$159.60	
	Pig Spl Kit, 21 gal, Oil Only, KIT4400	\$1,029.80	
	Pig Spl Kit, 4.3 Gal, Oil Only, KIT4200	\$119.70	
	Pig Btry Clning and Maint Kit, 16 oz, CLN1001	\$498.75	
	Shipping Charges	\$401.05	
		\$3,561.70	CT 25004349
Next Day Signs	4x8 SINTRA BLANK PANELS FOR MURALS	\$372.60	
		\$372.60	CT 25004350
Noble Power Equipment	Red Armor, ECHO, 2.5 Mix	\$149.82	
		\$149.82	CT 25004351
Office Depot	INSTRUCTIONAL SUPPLIES 7-25-18 TO 5-31-19	\$17.71	
	GENERAL OFFICE SUPPLIES	\$137.15	
	Operational Supplies 7.1.18 - 5.31.19	\$252.64	
	Operational Supplies 7.1.18 - 5.31.19	(\$149.19)	

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Vendor Name	Description	Amount	Warrant	
Office Depot	Operational Supplies 7.1.18 - 5.31.19	\$149.19		
	Office Supplies for Auto Tech 7.1.18-5.31.19	\$72.35		
	Office Supplies July 1, 2018 - May 31, 2019	\$390.30		
	Office Supplies 7.1.18 - 5.31.19	\$158.82		
	OFFICE OPERATIONAL SUPP JULY 1 2018 TO MAY 31 2019	\$13.41		
	INSTRUCTIONAL SUPPLIES 7.1.18 THRU 5.31.19	\$92.21		
	INSTRUCTIONAL SUPPLIES 7.1.18 THRU 5.31.19	\$42.11		
	INSTRUCTIONAL SUPPLIES 7.1.18 THRU 5.31.19	\$99.59		
	Operational Supplies 8-1-18 to 5-31-19	\$80.75		
	Office Supplies, 08-01-18 thru 05-31-19	\$161.46		
	OFFICE OPERATIONAL SUPPLIES 7-1-2018 TO 5-31-2019	\$36.06		
	office supplies 8.30.18 - 5.31.19	\$21.48		
	office supplies 8.30.18 - 5.31.19	\$210.74		
	office supplies 8.30.18 - 5.31.19	\$48.32		
	OFFICE SUPPLIES 7-1-18 TO 5-31-19	\$33.38		
	Instructional Supplies 9-14-18 to 5-31-19	\$100.68		
	Instructional Supplies 9-14-18 to 5-31-19	\$128.94		
	Office Supplies Sept. 2018-May 2019	\$94.26		
	Office and Operational Supplies	\$174.38		
	Office and Operational Supplies	\$6.44		
	Toner Cartridge, HP 26X, #553571	\$233.18		
	Office Supplies for Counseling and NC Counseling	\$1,374.77		
	Office Supplies for Counseling and NC Counseling	\$68.02		
	Operational Supplies 7/1/18-5/31/19	\$713.79		
	GENERAL OFFICE SUPPLIES	\$383.29		
	GENERAL OFFICE SUPPLIES	\$10.48		
	Toner Cartridge, HP 32A, #783453	\$192.22		
	Instructional Supplies 9-14-18 to 5-31-19	\$53.98		
	Instructional Supplies 9-14-18 to 5-31-19	\$16.69		
	PAPER AND TONER SUPPLIES	\$946.37		
	Office supplies for LVC sciences.	\$75.89		
		\$6,441.86		CT 25004352
	Oracle America Inc	Five Year Order Document No. 2637071 Total Value	\$554.49	
		Configuration Management Pack - Named User Plus	\$554.51	
Oracle Database Enterprise Edition - Named User		\$7,393.43		
Internet Application Server Enterprise Edition -		\$5,545.07		
Internet Developer Suite - Named User Plus		\$843.23		
Programmer - Named User Plus Perpetual 5 FULL USE		\$168.65		
Diagnostics Pack - Named User Plus Perpetual		\$554.51		
Internet Application Server Enterprise Edition -		\$1,818.24		
Tuning Pack - Named User Plus Perpetual 640 FULL		\$181.83		
Configuration Management Pack - Named User Plus		\$181.83		
Diagnostics Pack - Named User Plus Perpetual 640		\$181.83		
Oracle Database Enterprise Edition - Named User		\$2,467.62		
Configuration Management Pack - Named User Plus		\$289.34		
Diagnostics Pack - Named User Plus Perpetual 1049		\$413.35		
Oracle Database Enterprise Edition - Named User		\$3,926.78		
Internet Application Server Enterprise Edition -	\$2,893.42			
Tuning Pack - Named User Plus Perpetual 1049 FULL	\$413.35			

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Vendor Name	Description	Amount	Warrant
		\$28,381.48	CT 25004353
Orchard Business/Synco	Hardware Supplies, 07-01-18 thru 05-31-19	\$6.97	
	Hardware Supplies, 07-01-18 thru 05-31-19	\$49.05	
	Hardware Supplies, 07-01-18 thru 05-31-19	\$24.86	
	Custodial Supplies, 07-01-18 thru 05-31-19	\$18.86	
	Hardware Supplies, 07-01-18 thru 05-31-19	\$13.93	
	INSTRUCTIONAL SUPPLIES 07.01.2018-05.31.2019	\$82.76	
	Hardware Supplies, 07-01-18 thru 05-31-19	\$21.52	
	Hardware Supplies, 07-01-18 thru 05-31-19	\$10.04	
	Hardware Supplies, 07-01-18 thru 05-31-19	\$40.00	
		\$267.99	CT 25004354
Orcutt Burgers Inc	Food for Estudiantes Unidos (Breakfast)	\$945.00	
	Food for Estudiantes Unidos (Dinner)	\$978.75	
	Food for Estudiantes Unidos (Dinner)	\$978.75	
	Food for Estudiantes Unidos (Dinner)	\$1,370.25	
	Food for Estudiantes Unidos (Dinner)	\$1,135.35	
		\$5,408.10	CT 25004355
Pacific Gas & Electric Company	Electricity Services 7.1.18-6.30.19	\$31,776.40	
	Electricity Services 7.1.18-6.30.19	\$7,944.10	
		\$39,720.50	CT 25004356
	Electricity Services 7.1.18-6.30.19	\$1,405.46	
	Electricity Services 7.1.18-6.30.19	\$351.37	
		\$1,756.83	CT 25004357
	Electricity Services 7.1.18-6.30.19	\$4,631.99	
	Electricity Services 7.1.18-6.30.19	\$1,158.00	
		\$5,789.99	CT 25004358
Greg Pensa	Trustee Compensation for Board Meeting Attendance	\$240.00	
	Dental Ins Premium 8.14.18	(\$136.96)	
	Trustee Compensation for Board Meeting Attendance	\$240.00	
	Dental Ins Premium 9.11.18	(\$136.96)	
		\$206.08	CT 25004359
Postmaster - Santa Maria	2018-2019 Renewal Fee for BRM Permit 45000	\$225.00	
		\$225.00	CT 25004360
Powerstride Battery Co Inc	Batteries Per Invoices	\$193.82	
	Recycling Fee	\$2.00	
	Batteries Per Invoices	\$275.65	
	Recycling Fee	\$4.01	
	Battery Charger, PL2520	\$142.70	
		\$618.18	CT 25004361
PPG Architectural Finishes Inc	Paint Supplies, 07-01-18 thru 05-31-19	\$18.46	
	Paint Supplies, 07-01-18 thru 05-31-19	\$53.62	
		\$72.08	CT 25004362
Praxair Distribution Inc.	Supplies for the Chem labs, 7-7-18 - 5-31-19.	\$21.49	

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Vendor Name	Description	Amount	Warrant
		\$21.49	CT 25004363
ProCare Janitorial Supply, Inc.	CUSTODIAL SUPPLIES, SM, 7-1-18 THRU 5-31-19	\$388.82	
	CUSTODIAL SUPPLIES, SM, 7-1-18 THRU 5-31-19	\$292.62	
	CUSTODIAL SUPPLIES, SM, 7-1-18 THRU 5-31-19	\$59.39	
	CUSTODIAL SUPPLIES, SM, 7-1-18 THRU 5-31-19	\$70.92	
	CUSTODIAL SUPPLIES, SM, 7-1-18 THRU 5-31-19	\$2,013.02	
	CUSTODIAL SUPPLIES, SM, 7-1-18 THRU 5-31-19	\$1,826.56	
	CUSTODIAL SUPPLIES, SM, 7-1-18 THRU 5-31-19	\$347.76	
		\$4,999.09	CT 25004364
Proquest Llc	BOOKS FOR THE SANTA MARIA LIBRARY	\$358.11	
	BOOKS FOR THE SANTA MARIA LIBRARY	\$245.90	
	BOOKS FOR THE SANTA MARIA LIBRARY	\$505.58	
	BOOKS FOR THE SANTA MARIA LIBRARY	\$538.99	
	BOOKS FOR THE SANTA MARIA LIBRARY	\$293.87	
	BOOKS FOR THE SANTA MARIA LIBRARY	\$408.10	
	BOOKS FOR THE SANTA MARIA LIBRARY	\$547.95	
		\$2,898.50	CT 25004365
Rays Auto Parts	Parts-Supplies, 7-1-18 thru 05-31-19	\$33.10	
	Parts-Supplies, 7-1-18 thru 05-31-19	\$12.83	
	Parts-Supplies, 7-1-18 thru 05-31-19	\$83.07	
	Parts-Supplies, 7-1-18 thru 05-31-19	\$166.23	
		\$295.23	CT 25004366
Readyrefresh By Nestle	Water Bottles July 1, 2018 through June 30, 2019	\$38.71	
		\$38.71	CT 25004367
Christine Reed	Reimbursement for food stu. success event 9.13.18	\$512.50	
		\$512.50	CT 25004368
Rick's Appliance Service Inc	Labor Charge	\$40.00	
	Service Charge	\$79.00	
	Pressure Regulator	\$42.98	
		\$161.98	CT 25004369
RP Group, The	Service agreement for focus groups, data analysis	\$21,450.00	
		\$21,450.00	CT 25004370
Sandoval Chagoya	Reimbursement for Interview	\$300.00	
		\$300.00	CT 25004371
Santa Maria High School	SMHS Student Store purchase for C4C promo prizes	\$99.99	
		\$99.99	CT 25004372
Save Mart Supermarkets	Food Supplies for Children Cntr 8-4-18 to 12-13-18	\$208.23	
	Food Supplies for Children Cntr 8-4-18 to 12-13-18	\$69.50	
	Food Supplies for Children Cntr 8-4-18 to 12-13-18	\$74.07	
	Food Supplies for Children Cntr 8-4-18 to 12-13-18	\$31.50	
	Food Supplies for Children Cntr 8-4-18 to 12-13-18	\$25.46	
		\$408.76	CT 25004373
SHI International Corp	CoreIDRAW 1 YR Maint., 100PK	\$468.82	
	CoreIDRAW 1 YR Maint., 100PK	\$468.81	

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Vendor Name	Description	Amount	Warrant
		\$937.63	CT 25004374
Sirchie Fingerprint Labs Inc	Crime scene template CST1	\$216.11	
	Shipping	\$14.10	
		\$230.21	CT 25004375
SISC III	Ins Premiums Oct 2018	\$517,460.00	
		\$517,460.00	CT 25004376
Skills Usa Inc	Skills USA Professional Membership Curriculum	\$105.00	
		\$105.00	CT 25004377
SLO Pest And Termite	Pest Control Services, 7-1-18 thru 6-30-19	\$120.00	
	Pest Control Services, 7-1-18 thru 6-30-19	\$120.00	
		\$240.00	CT 25004378
Smart & Final	UTC food/snacks for events 8-1-18 to 5-31-19	\$136.23	
	UTC food/snacks for events 8-1-18 to 5-31-19	\$7.96	
	Instructional Supplies 8-22-2018 thru 5-31-2019	\$36.42	
	Instructional Supplies 8-22-2018 thru 5-31-2019	\$105.16	
		\$285.77	CT 25004379
Solvang Friendship House	Inside Front Cover ad 2018 Nashville Nights progra	\$1,000.00	
		\$1,000.00	CT 25004380
Source Graphics	Campus Graphics Wide Format CNS, heads, paper	\$348.12	
		\$348.12	CT 25004381
Sport & Cycle Team Athletics Inc	NCAA SUPER TOUCH VOLLEYBALL	\$739.07	
	FREIGHT	\$54.75	
		\$793.82	CT 25004382
Sterling Communications	Li-Ion Battery, NNTN-4497	\$372.60	
		\$372.60	CT 25004383
Strata Information Group	DBA consulting for Banner 8.X and 9.X Student	\$2,945.00	
		\$2,945.00	CT 25004384
Student Health 101	Student Health 101 Online newsletter	\$4,858.00	
	2018 Price Increase	\$231.00	
		\$5,089.00	CT 25004385
Subway	Food for UTC Transfer Thursday	\$227.50	
		\$227.50	CT 25004386
Testa Catering	Catering for Concepts in Winemaking 9-18-18	\$285.12	
		\$285.12	CT 25004387
United Health Care Insurance Co	Ins Premiums Dec 2018	\$1,338.00	
	Ins Premiums Nov 2018	\$1,338.00	
		\$2,676.00	CT 25004388
United Refrigeration Inc	HVAC Supplies, 07-01-18 thru 05-31-19	\$157.59	
	HVAC Supplies, 07-01-18 thru 05-31-19	\$91.80	
	HVAC Supplies, 07-01-18 thru 05-31-19	\$48.60	

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Vendor Name	Description	Amount	Warrant
United Refrigeration Inc	HVAC Supplies, 07-01-18 thru 05-31-19	\$149.04	
	HVAC Supplies, 07-01-18 thru 05-31-19	\$50.16	
	HVAC Supplies, 07-01-18 thru 05-31-19	\$104.62	
	HVAC Supplies, 07-01-18 thru 05-31-19	\$73.98	
	HVAC Supplies, 07-01-18 thru 05-31-19	\$133.25	
		\$809.04	CT 25004389
United Site Services Of California Inc	Services - 3 Portable Toilets, 7-1-18 thru 6-30-19	\$344.70	
		\$344.70	CT 25004390
US Airconditioning Distributors	Wall Fan Coil, Mitsubishi Mr. Slim, MSYGL24NA-U1	\$726.24	
	Air Conditioner, Mitsubishi Mr. Slim, MUYGL24NA-U1	\$1,327.48	
		\$2,053.72	CT 25004391
US Bank Corporate Payment System	Network Solutions Domain Renewal .info	\$39.99	
	Lowes #03352 Toggle Bolts for TV Mounts	\$26.22	
	Amazon.com Replacement Screen	\$69.57	
	Amazon.com Wires and Batteries	\$16.22	
	SQ Talkaphone Services Amp Repair for Safety Phone	\$111.00	
	Network Solutions - Registration for .net, .org,	\$319.92	
	Bestbuy HDMI and Display Port Wires	\$89.61	
	Amazon.com Wires and Batteries	\$178.82	
	Moxie Cafe-lunch for Staff Retreat July 27 2018	\$131.92	
	Smart and Final-Host SS Staff Event Aug 20 2018	\$34.50	
	Smart and Final-Host SS Staff Event Aug 20 2018	\$120.95	
	COSTCO-Host SS Staff Event Aug 20, 2018	\$31.99	
	United-Airfare for A.Spiess Travel Sept 18-20 2018	\$198.90	
	United-Airfare for A.Spiess Travel Sept 18-20 2018	\$198.90	
	Office Supplies - Expo White Board Cleaner	\$9.50	
	Office Supplies - Pentel Energel 3 pkg Black Pens	\$8.09	
	Office Supplies - Pentel Energel Blue Ink Inserts	\$8.65	
	Pittsburgh Spray (Unloader Assembly)	\$90.50	
	Office Depot (Stand-up Desks)	\$842.38	
	Superior Lighting (Walkway Light for Santa Ynez)	\$189.95	
Office Depot (Office Chair)	\$204.11		
Office Depot (Stand-Up Desk)	\$421.19		
		\$3,342.88	CT 25004392
Vavrinek Trine Day & Co Llp	District Bond Audit Services rendered in	\$2,870.09	
	District Bond Audit Services rendered in	\$3,323.26	
	District Bond Audit Services rendered in	\$21,842.90	
	District Bond Audit Services rendered in	\$1,963.75	
		\$30,000.00	CT 25004393
Virtual Vri	TypeWell Services for hard-of-hearing student	\$4,218.75	
		\$4,218.75	CT 25004394
VTC Enterprises	Bulk Mail Prep and Delivery to Post Office	\$310.49	
	Collection of Recycling Paper on Main Campus,	\$660.00	
		\$970.49	CT 25004395

**Allan Hancock College
Warrant Register**

Check Dates from 10/1/2018 to 10/31/2018
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Vendor Name	Description	Amount	Warrant
West Coast Water Services Inc	Monthly Water Treatment, 07-01-18 thru 06-30-19	\$1,066.00	
	Monthly Water Treatment, 07-01-18 thru 06-30-19	\$1,400.00	
		\$2,466.00	CT 25004396
Western Exterminator Company	Pest Control Services - CBC Bldg.	\$95.00	
	Pest Control Services - Bldg. D (PCPA theater)	\$275.00	
	Pest Control Services - Bldg. G Cafeteria	\$114.00	
		\$484.00	CT 25004397
Winema Industrial and Safety Supply	Zoll AED Replacement Key for AED Cabinet	\$17.24	
	Zoll D-Pad Repl. Adult Pad (5-Year Warranty)	\$728.38	
	Zoll Pedi-Padz AED Pediatric Pads for AEDPlus	\$420.23	
	OnSite Adult Replacement Cartridge Electrode Pads	\$269.38	
	Adult Defibrillation Electrode Pads	\$370.66	
	Pediatric Electrodes for Cardiac Science AEDS	\$624.95	
	Cardiac Science Powerheart AED for G3	\$1,600.09	
	Cardiac Science Replacement Battery for G5	\$533.36	
	Duacell Procell 9 Volt Batteries, 12bx	\$21.25	
	\$4,585.54	CT 25004398	
Woolley, Susan	Agreement for Legal Services May 29-August 1, 2018	\$9,831.86	
	Agreement for Legal Services May 29-Nov 1, 2018	\$5,520.00	
		\$15,351.86	CT 25004399
Hilda Zacarias	Trustee Compensation for Board Meeting Attendance	\$240.00	
	Dental Ins Premium 8.14.18	(\$66.68)	
	Trustee Compensation for Board Meeting Attendance	\$240.00	
	Dental Ins Premium Ded 9.11.18	(\$66.68)	
	\$346.64	CT 25004400	
Jose Alvarez	9.25-10.10.18 mileage reimbursement	\$441.89	
	\$441.89	CT 25004401	
Sherri Barks	Manual Refund Submitted	\$48.00	
	\$48.00	CT 25004402	
Jeffrey Bassett	Manual Refund Submitted	\$48.00	
	\$48.00	CT 25004403	
Erica Biely	Strengthening Student Success conference	\$786.73	
	\$786.73	CT 25004404	
Kevin Boland	10.3.18 mileage reimbursement	\$28.89	
	\$28.89	CT 25004405	
Ashley Brackett	9.14.18 mileage reimbursement	\$33.96	
	9.14.18 mileage reimbursement	\$33.96	
		\$67.92	CT 25004406
Robert Curry	SEM Workshop	\$234.21	
	\$234.21	CT 25004407	
Joanna Davis	9.4-27.18 mileage reimbursement	\$381.34	
	9.4-27.18 mileage reimbursement	\$0.00	

Allan Hancock College

Warrant Register

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Vendor Name	Description	Amount	Warrant
		\$381.34	CT 25004408
Enterprise Rent-A-Car	Rental vehicle Sept 16 - 21, 2018	\$224.85	
		\$224.85	CT 25004409
Green Technology	Saad Sadig 10.28-30.18	\$0.00	
	Saad Sadig 10.28-30.18	\$335.00	
		\$335.00	CT 25004410
Emmanuel Guerrero	HSI Regional Alliance meeting	\$72.27	
		\$72.27	CT 25004411
Hilton	Greg Deleon 11.26-30.18	\$730.75	
		\$730.75	CT 25004412
Hilton Pasadena Hotel	Saad Sadig 10.28-30.18	\$458.50	
	Saad Sadig 10.28-30.18	\$0.00	
		\$458.50	CT 25004413
Linda Kelly	8.30-9.27.18 mileage reimbursement	\$65.95	
		\$65.95	CT 25004414
Barbara Landon	Manual Refund Submitted	\$48.00	
		\$48.00	CT 25004415
Marna Lombardi	8.27 and 9.25.18 mileage reimbursement	\$63.77	
		\$63.77	CT 25004416
Frankie Maldonado	9.27-10.2.18 mileage reimbursement	\$104.10	
		\$104.10	CT 25004417
Monica Maldonado Ramirez	9.5-27.18 mileage reimbursement	\$96.14	
	9.5-27.18 mileage reimbursement	\$0.00	
		\$96.14	CT 25004418
Jose Martin	9.12-10.3.18 mileage reimbursement	\$30.52	
		\$30.52	CT 25004419
Dorine Mathieu	MESA Student Leadership conference	\$1,372.66	
		\$1,372.66	CT 25004420
Barbara Mcdaniel	Manual Refund Submitted	\$48.00	
		\$48.00	CT 25004421
Kara Mushegan	Refund Submitted	\$232.00	
		\$232.00	CT 25004422
Timothy Neumann	DriverAwarenessInstructorCourse	\$219.09	
	DriverAwarenessInstructorCourse	\$0.00	
	DriverTrainingInstructorCourse	\$230.43	
	DriverTrainingInstructorCourse	\$0.00	
		\$449.52	CT 25004423
Christina Nunez	Central Coast Writers conference	\$358.37	
		\$358.37	CT 25004424
Nohemy Ornelas	VPSS Office Retreat	\$4.20	

Allan Hancock College

Warrant Register

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Vendor Name	Description	Amount	Warrant
		\$4.20	CT 25004425
Diana Perez	8.30-9.24.18 mileage reimbursement	\$132.98	
		\$132.98	CT 25004426
Antonio Ramirez	AB 705 Regional meeting	\$556.97	
		\$556.97	CT 25004427
Cayetano Ramirez	10.26.18 CA ADV	\$249.17	
		\$249.17	CT 25004428
Ricky Rantz	RP Group conference	\$81.21	
		\$81.21	CT 25004429
G. Shelda Reyes	VPSS Office Retreat	\$4.20	
		\$4.20	CT 25004430
Julie Rios	9.28.18 mileage reimbursement	\$28.34	
		\$28.34	CT 25004431
STRS Cash Balance Plan, MS#20	9.2018 PayrollDeductionFinalWithSupplemental	\$4,231.90	
		\$4,231.90	CT 25004432
Sunbelt Controls	Jon Nichols	\$3,510.00	
		\$3,510.00	CT 25004433
James Turner	Re-Energize/Refocus/Reengage conference	\$144.00	
		\$144.00	CT 25004434
Espie Valenzuela	VPSS Office Retreat	\$4.20	
		\$4.20	CT 25004435
Chrissela Villafuerte	8.24-10.4.18 mileage reimbursement	\$29.54	
		\$29.54	CT 25004436
Marina Washburn	Adult Ed Program Consortium Directors Event	\$165.00	
	Adult Ed Program Consortium Directors Event	\$743.31	
		\$908.31	CT 25004437
Westgate Las Vegas Resort & Casino	Bradbury and Renteria 10.28-11.1.18	\$2,684.84	
		\$2,684.84	CT 25004438
4imprint Inc.	Swing UCB Drive-2GB Item #112703-2G	\$2,120.56	
	Addl Location Run Charge	\$260.82	
	Set Up Charge for Addl Location	\$32.41	
	Set Up Charge Per Order Line	\$32.41	
	Freight	\$90.97	
		\$2,537.17	CT 25004439
Accurate First Aid Services	First Aid Supplies Per Invoice A-2655	\$410.94	
		\$410.94	CT 25004440
Acupuncture Center of Santa Maria	Service Agreement 8-15-18 thru 6-30-19	\$6,175.00	

Allan Hancock College

Warrant Register

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Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$6,175.00	CT 25004441
Ahc - Asb Athletics	Athletic allocation 2018-19	\$20,000.00	
		\$20,000.00	CT 25004442
All American Screen Printing Inc	Campus Graphics Aprons and T- shirts	\$847.41	
	Campus Graphics Aprons and T- shirts	\$943.92	
		\$1,791.33	CT 25004443
Amazon	BRACEUS MINI DIGITAL METRONOME CLIP ON PORTABLE	\$5.69	
	Supplies for Phys 141, 161 and 163 lab classes	\$59.72	
	Supplies for Phys 141, 161 and 163 lab classes	\$212.62	
	Supplies for the Chem labs, 7-6-18 - 5-31-19.	\$88.43	
	Instructional Supplies Aug. 10 - Dec. 24.2018	\$57.84	
	Keurig K55K-Classic Coffee Maker	\$97.19	
	Nikon F3 Motor Drive Access Cover - F3-MDC	\$17.47	
	BRACEUS MINI DIGITAL METRONOME CLIP ON PORTABLE	(\$5.69)	
	Supplies for Phys 141, 161 and 163 lab classes	\$22.66	
	Supplies for Phys 141, 161 and 163 lab classes	\$111.60	
	T&B DISPOSABLE HYGIENE MASK FOR VIRTUAL REALITY	\$31.99	
	WALT DISNEYS NINE OLD MEN: THE FLIPBOOKS	\$38.58	
	DISNEY EDITIONS DELUXE 9 MORE OLD MEN FLIP BOOKS	\$19.37	
	SHIPPING	\$3.99	
	8TB DESKTOP EXTERNAL HARD DRIVE USB - SEAGATE	\$300.24	
		\$1,061.70	CT 25004444
American Business Machines	Staple Cartridge P1 Booklet INVOICE NO: 412590	\$73.44	
	Canon IR2525 with 2840B002AA Auto duplex document	\$3,153.60	
		\$3,227.04	CT 25004445
American College Health Association	Institution Membership Renewal for 2019	\$375.00	
		\$375.00	CT 25004446
American Star Tours, Inc.	Bus Service - AHC Mens and Womens Soccer	\$1,178.00	
		\$1,178.00	CT 25004447
	Bus Service - AHC Mens and Womens Soccer	\$1,178.00	
	Bus Service - AHC Mens and Womens Soccer	\$1,178.00	
	Bus Service - AHC Volleyball	\$1,178.00	
	Bus Service - AHC Fall Baseball	\$1,408.00	
		\$4,942.00	CT 25004448
Aramark Uniform Services	TOWEL RENTAL-PS JULY 1, 2018-JUNE 30, 2019	\$38.00	
		\$38.00	CT 25004449
B & B Steel & Supply	Instr Supplies Machining Program	\$43.09	
	Instr Supplies Welding Program	\$929.88	

Allan Hancock College
Warrant Register

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Vendor Name	Description	Amount	Warrant
		\$972.97	CT 25004450
Ricardo Balderas	Enrollment Expense Reimbursement	\$64.00	
		\$64.00	CT 25004451
BC Pump Sales And Service	Taco Pump Seal Kit, 951-316BRP	\$262.44	
	Electric Motor, Baldor, EJMM3157T	\$428.65	
	Labor Charges	\$140.00	
		\$831.09	CT 25004452
Bremer Auto Parts	OPERATIONAL SUPPLIES JULY 1 2018 TO MAY 31 2019	\$105.39	
	OPERATIONAL SUPPLIES JULY 1 2018 TO MAY 31 2019	\$10.33	
		\$115.72	CT 25004453
Ca Dept Of Public Health	Renewal Fee of Reportable Source of Radiation 2 YR	\$640.00	
		\$640.00	CT 25004454
California Electric Supply	600V TD TB Fuse #LPJ20SPI	\$13.45	
	ELECTRICAL-LIGHTING SUPPLIES , 7-1-18 thru 5-31-19	\$36.33	
	ELECTRICAL-LIGHTING SUPPLIES , 7-1-18 thru 5-31-19	\$199.21	
		\$248.99	CT 25004455
Canon Financial Services Inc	Campus Graphics Canon Copier Lease	\$4,504.23	
	Campus Graphics Canon Copier Lease	\$500.47	
	Campus Graphics Canon Copier	\$3,648.95	
	Campus Graphics Canon Copier	\$405.44	
	Duplo DC-616 Pro Slitter/Cutter/Creaser Lease	\$484.96	
		\$9,544.05	CT 25004456
Carolina Biological	Preserved Pig 14+ dbl inj, 1bag, #228396	\$123.12	
	Freight and Handling	\$38.88	
	Instructional supplies for Biology labs	\$47.52	
	Instructional supplies for Biology labs	\$426.29	
		\$635.81	CT 25004457
Carr's Boot Shop	Safety Boots July 1, 2018 through May 31, 2019	\$106.91	
		\$106.91	CT 25004458
CDW Government Inc	Viewsonic RLC-117 Projector Lamp	\$589.64	
	Logitech C920 HD Pro Web Cam	\$330.26	
	Microsoft Surface Go LXC-00001	\$411.97	
	Microsoft Surface Go Type Cover Black	\$80.54	
	UAG Metropolis Rugged Case for Surface Go	\$63.46	
	Recycling Fee	\$5.00	
	Anywhere Cart AC-Plus-T	\$1,296.98	
	Dell 4K Laser Projector S718QL	\$5,232.08	
		\$8,009.93	CT 25004459
Channing Bete Company Inc	BLS DVD SET W RENEWAL 3/DVD 15-1079	\$160.00	
	HS FA CPR AED DVD SET OF 2 15-1019	\$330.00	
	SHIPPING AND HANDLING CHARGE 904905	\$48.76	
		\$538.76	CT 25004460
City of Santa Maria Fire Department	3 FALSE ALARMS CHARGES 7-7-18, 7-15-18, 7-20-18	\$861.90	

Allan Hancock College
Warrant Register

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Vendor Name	Description	Amount	Warrant
		\$861.90	CT 25004461
Columbia Business Center Partners Lp	Monthly utilities expense	\$1,399.80	
	Monthly utilities expense	\$1,302.02	
	LEASE OF 890 E. STOWELL CBC 2018-19	\$23,283.00	
		\$25,984.82	CT 25004462
Constellation Newenergy Inc	Electricity Services 7.1.18-6.30.19	\$19,632.94	
	Electricity Services 7.1.18-6.30.19	\$4,908.24	
		\$24,541.18	CT 25004463
	Electricity Services 7.1.18-6.30.19	\$0.02	
	Electricity Services 7.1.18-6.30.19	\$0.01	
		\$0.03	CT 25004464
Custom Colors Auto Body Supplies, Inc.	Instr Supplies Auto Body Program	\$91.64	
		\$91.64	CT 25004465
Deliver-It	PU Lompoc PM, deliver Santa Ynez with return	\$140.00	
		\$140.00	CT 25004466
Drug Free Sport	Oral Fluid Sports 5 Panel 8.21.18	\$770.00	
	Collection Charges 8.21.18	\$396.00	
	Mileage 8.21.18	\$168.00	
		\$1,334.00	CT 25004467
Enartis Usa Inc	Chemical Analyses for AG 310 and 321 Students	\$11.50	
		\$11.50	CT 25004468
Kim Ensing	Reimb. for general tool supplies for equip. mgrs.	\$136.83	
		\$136.83	CT 25004469
Ewing Irrigation Products Inc	Root Barrier, 24 in x 2 ft	\$142.24	
		\$142.24	CT 25004470
Federal Express Corp	Mailings for Acct #1104-8488-7 7.1.18 - 6.30.19	\$5.42	
Federal Express Corp.	Shipping charges N.Suniga, D.Perez 7.1.18-6.30.19	\$6.63	
Federal Express Corp	Overnight Service for Student Equity	\$81.41	
		\$93.46	CT 25004471
Ferguson Enterprises Inc	Plumbing Supplies, 9-01-18 thru 5-31-19	\$114.75	
	Plumbing Supplies, 9-01-18 thru 5-31-19	\$33.84	
		\$148.59	CT 25004472
Flinn Scientific Inc	Science Lab Supplies July 1, 2018-May 31, 2019	\$223.23	
		\$223.23	CT 25004473
Follett Heg - Ahc Bookstore	Books and supplies for the following pre-paid	\$87.50	
		\$87.50	CT 25004474
	Books and supplies for students with 3rd party	\$152.90	
		\$152.90	CT 25004475
	Books and supplies for students with 3rd party	\$91.56	

Allan Hancock College

Warrant Register

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Vendor Name	Description	Amount	Warrant
		\$91.56	CT 25004476
Ford Motor Credit Company Llc	Lease Payment for 3 2018 Ford Explorer	\$1,786.92	
		\$1,786.92	CT 25004477
Foundation for California Community Colleges	Student Assistant Internship Services per	\$1,548.03	
		\$1,548.03	CT 25004478
Frontier Communications	Telephone Service 7.1.18-6.30.19	\$16.36	
		\$16.36	CT 25004479
Full Compass Systems Ltd	Yamaha CL5 Digital Mixing Console	\$35,184.02	
	Stagebox, 32/24, Dante for Yamaha	\$14,815.96	
	PwrCond with Lite,8Outlet,15A Item #M-8LX	\$336.00	
	Shipping & Handling	\$662.00	
		\$50,997.98	CT 25004480
GILLESPIE, MARK	Interview Reimbursement	\$600.00	
		\$600.00	CT 25004481
GM Financial Leasing	Lease 2016 Chev Suburban, 7-1-18 thru 6-30-19	\$764.58	
		\$764.58	CT 25004482
	Lease 2016 Chev Suburban, 7-1-18 thru 6-30-19	\$764.58	
		\$764.58	CT 25004483
	Lease 2017 Chev Suburban, 7-1-18 thru 6-30-19	\$769.79	
		\$769.79	CT 25004484
	Lease 2017 Chev Suburban, 7-1-18 thru 6-30-19	\$769.79	
		\$769.79	CT 25004485
Gold Coast Executive Transportation	Charter School Bus- Career Expo Day on 10/5/18	\$598.75	
		\$598.75	CT 25004486
Graybar Electric	Electrical Supplies July 1, 2018 - May 31, 2019	\$36.05	
	Electrical Supplies July 1, 2018 - May 31, 2019	\$78.02	
	Electrical Supplies July 1, 2018 - May 31, 2019	\$115.93	
		\$230.00	CT 25004487
Griego Pool Service	Pool Service, 07-01-18 thru 06-30-19	\$1,200.00	
		\$1,200.00	CT 25004488
Hardy Diagnostics	Instructional Supplies for Biology labs	\$43.06	
	Instructional Supplies for Biology labs	\$61.91	
	Instructional Supplies for Biology labs	\$45.84	
	Instructional Supplies for Biology labs	\$112.72	
	EMB agar, item# C7330. Quote# 9252018	\$50.32	
	Nutrient gelatin, item# C6480	\$64.37	
	Nutrient broth, item# C6471	\$60.73	
		\$438.95	CT 25004489
High-Tech Electric	Extron DTP HDMI 4K 230 60-1271-12	\$291.87	
	Extron DTP HDMI 4K 230 60-1271-13	\$291.87	
	Shipping	\$13.51	

Allan Hancock College
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<u>Vendor Name</u>	<u>Description</u>	<u>Amount</u>	<u>Warrant</u>
		\$597.25	CT 25004490
Home Depot	Maintenance Supplies - Lompoc, 7-1-18 thru 5-31-19	\$39.94	
		\$39.94	CT 25004491
	Maintenance Supplies - SM, 7-01-18 thru 05-31-19	(\$6.00)	
	Maintenance Supplies - Lompoc, 7-1-18 thru 5-31-19	\$17.76	
	INSTRUCTIONAL SUPPLIES JULY 1 2018 TO MAY 31 2019	\$178.21	
	Grounds Supplies - Lompoc, 7-1-18 thru 5-31-19	\$4.91	
	Maintenance Supplies - Lompoc, 7-1-18 thru 5-31-19	\$18.19	
	Maintenance Supplies - Lompoc, 7-1-18 thru 5-31-19	\$106.92	
	INSTRUCTIONAL SUPPLIES JULY 1 2018 TO MAY 31 2019	\$174.60	
	Tools Per Invoice 9989715	\$322.80	
	INSTRUCTIONAL SUPPLIES JULY 1 2018 TO MAY 31 2019	\$209.71	
	OPERATIONAL SUPPLIES JULY 1 2018 TO MAY 31 2019	\$47.94	
	Instructional Supplies	\$103.15	
	Maintenance Supplies - SM, 7-01-18 thru 05-31-19	\$158.47	
	Maintenance Supplies - Lompoc, 7-1-18 thru 5-31-19	\$15.40	
	Maintenance Supplies - SM, 7-01-18 thru 05-31-19	\$156.47	
	Maintenance Supplies - Lompoc, 7-1-18 thru 5-31-19	\$39.46	
		\$1,547.99	CT 25004492
Intermountain Lock And Security Supply	Schlage IC Core Cylinder	\$230.04	
	Schl Double Mortise Lock Less Full Size Inter Core	\$1,078.20	
	Schl IC Mortise Housing with L Cam	\$63.73	
	KEY AND LOCK SUPPLIES, 07-01-18 THRU 05-31-19	\$64.30	
	KEY AND LOCK SUPPLIES, 07-01-18 THRU 05-31-19	\$450.34	
		\$1,886.61	CT 25004493
Jobelephant.Com Inc	Job advertisement to promote diversity	\$650.00	
	Job advertisement to promote diversity	\$0.00	
	Job advertisement to promote diversity	\$0.00	
		\$650.00	CT 25004494
Knight'S Pumping & Portable Svc Inc	Rental Portable & Handicap Toilet 3rd Game	\$812.85	
		\$812.85	CT 25004495
KTAS-TV	Com Ed Ad NESL Sept-Dec. 2018	\$625.00	
		\$625.00	CT 25004496
Kubota Leasing	Lease Purchase-Kubota Tractor, 7-1-18 thru 6-30-19	\$806.02	
		\$806.02	CT 25004497
Lazer Broadcasting Corp	Com Ed Ad on Radio Lazer 9-17-18 to 10-12-18	\$500.00	
		\$500.00	CT 25004498
Lee Central Coast Newspapers	Santa Maria Times Ad-Earn a Career Development	\$333.50	
	Lompoc Record Ad-Learn English at the LVC 9-16-18	\$176.00	
	2018 High School Football Sponsorship	\$350.00	
	2018 High School Football Sponsorship	\$350.00	
	Monthly Online Ad July 1, 2018-Feb 28, 2019	\$800.00	

Allan Hancock College

Warrant Register

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Vendor Name	Description	Amount	Warrant
		\$2,009.50	CT 25004499
Littler Mendelson P.C.	Revisions to Employee Handbook re: Sick Leave	\$96.25	
		\$96.25	CT 25004500
Ronald Lovell	Reimbursement for Instructional Supplies	\$23.68	
		\$23.68	CT 25004501
Lowes	Campus Graphics Shop Consumables	\$101.70	
		\$101.70	CT 25004502
Robert Luque	ENROLLMENT EXP REIMBURSEMENT	\$1,000.00	
		\$1,000.00	CT 25004503
Lynn Music	INSTRUMENT REPAIR MAINTENANCE 7.01.2018-5.31.2019	\$90.00	
		\$90.00	CT 25004504
Niles Biological	Instructional supplies for Biology labs	\$26.25	
	Instructional supplies for Biology labs	\$36.52	
	Instructional supplies for Biology labs	\$39.42	
		\$102.19	CT 25004505
Office Depot	Office Supplies Aug 2- Dec 24. 2018	\$236.81	
	Office Supplies for Counseling and NC Counseling	\$485.81	
	Operational Supplies 7.1.18 - 5.31.19	\$14.14	
	Operational Supplies 7.1.18 - 5.31.19	\$174.33	
	Operational Supplies July 16, 2018-May 31, 2019	\$17.22	
	Operational Supplies July 16, 2018-May 31, 2019	\$15.97	
	OFFICE OPERATIONAL SUPP JULY 1 2018 TO MAY 31 2019	\$73.22	
	Operational Supplies 8-1-18 to 5-31-19	\$15.33	
	Office Supplies, 08-01-18 thru 05-31-19	\$152.73	
	Instructional Supplies for 8-1-18 to 5-31-19	\$49.31	
	OFFICE OPERATIONAL SUPPLIES 7-1-2018 TO 5-31-2019	\$46.29	
	Office Supplies for CTEA	\$12.86	
	Office Supplies for CTEA	\$14.90	
	OFFICE OPERATIONAL SUPPLIES 7-1-2018 TO 5-31-2019	\$35.20	
	Office Supplies for Counseling and NC Counseling	\$10.39	
	Office Supplies for Counseling and NC Counseling	\$600.87	
	Office and Operational Supplies	\$92.47	
	GENERAL OFFICE SUPPLIES	\$10.62	
	Rubbermaid Comm Heavy-Duty 2-Shelf Utility Cart	\$188.47	
	Office Supplies 10-1-18 to 5-31-19	\$70.25	
	Dell PY408 Black Toner	\$135.38	
	Office Depot Mailing Labels	\$26.90	
	Paper Mate Pens Blue	\$10.26	
	Clorox disinfecting wipes	\$30.78	
	Office Depot Screen Cleaning Wipes	\$2.48	
	Office Depot Correction Tape	\$10.68	
	Advantus KeyKeleen Cleaning Swabs	\$21.05	
	Quality Park Envelope Moistener	\$18.92	
	Lee Sortkwik Fingertip Moistener	\$6.02	
	Schneider Xpress Pens Blue Ink	\$28.83	
	Pen Energel Dz Blue	\$18.09	

Allan Hancock College

Warrant Register

Check Dates from 10/1/2018 to 10/31/2018

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Office Depot	ScotchBlue Painters Tape	\$5.27	
	Kensington Mouse Pad Wrist Pillow	\$19.10	
	Allsop Mouse Pad	\$16.15	
	Post it Greener Notes 3 x 3	\$17.05	
	Post it Notes 1 12 x 2	\$8.10	
	3M Command Utility Hooks	\$2.53	
	Stanley Bostich Staple Remover	\$47.60	
	Paper Mate Black Ink	\$7.54	
	Office Depot Correction Tape	\$5.71	
	Office Depot Pencil Sharpener	\$3.40	
	VELCRO Squares 78 x 78 white	\$1.21	
	Post-it Pop-Up Dispenser	\$6.51	
	Post it Pop up Notes 3 x 3	\$22.13	
	3M Command Wire Hooks	\$10.43	
	U.S. Stamp Sign OpenClosed	\$4.47	
	Office Depot Blank Ink	\$5.39	
	Office Depot Red Ink	\$5.39	
	Office Depot Blue Ink	\$5.39	
	Stanley Bostich Black Staple Remover	\$18.31	
	Instructional Supplies 7-1-18 to 5-31-19	\$319.64	
	Seat Rest, Office Depot brand, Black	\$42.26	
	Pens, ballpoint, BIC Round Stic, black, pack of 60	\$11.11	
	Pens, ballpoint, BIC Round Stic, blue, pack of 60	\$5.55	
	Pens, XtraComfort Ballpoint Grip, blue, pack of 12	\$3.78	
	Disinfecting wipes, pack of 3 tubs, Clorox	\$9.60	
	Wire letter tray, See Jane Work	\$43.04	
	Letter Openers, 9 Office Depot brand	\$4.18	
	Self-stick notes, 3x3 yellow, Office Depot brand	\$13.35	
	Staples, Bostitch PowerCrown, Box of 5000	\$8.04	
	Toner Cartridge, HP 30A, #565832	\$144.70	
	Instructional Supplies 10-5-18 to 5-31-19	\$5.57	
	Operational Supplies 8-1-18 to 5-31-19	\$61.52	
	Operational Supplies 8-1-18 to 5-31-19	\$20.11	
	Office Supplies, 08-01-18 thru 05-31-19	\$20.51	
	Office Supplies 7-1-18 thru 5-31-19	\$35.39	
	Office Supplies 7-1-18 thru 5-31-19	\$86.39	
	HP 55X Black Toner	\$280.08	
	9x12 Clasp Envelopes	\$32.91	
	Clipboard	\$8.05	
	Manila File Folders, Legal Size	\$45.33	
	Glue Sticks	\$5.67	
	HP 78A Toner Cartridges, 2 pack	\$124.58	
	HP 26 Toner Cartridge	\$274.29	
	Office Supplies 9-10-18 to 5-31-19	\$40.45	
		\$4,484.36	CT 25004506
Okey La Revista	Ad for Community Education Insertion Dates:	\$100.00	
		\$100.00	CT 25004507
Optiv Security Inc	HPE Aruba : FC NBD Exchange EDUR SVC	\$5,669.73	

Allan Hancock College
Warrant Register
 Check Dates from 10/1/2018 to 10/31/2018
 Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$5,669.73	CT 25004508
Oracle America Inc	Oracle Linux CS#20441794 (5) Full Use License	\$610.34	
		\$610.34	CT 25004509
Oxford University Press	Misc. Books October 1, 2018 - May 31, 2019	\$535.90	
		\$535.90	CT 25004510
Pacific Gas & Electric Company	Electricity Services 7.1.18-6.30.19	\$32,567.54	
	Electricity Services 7.1.18-6.30.19	\$8,141.89	
		\$40,709.43	CT 25004511
	Electricity Services 7.1.18-6.30.19	\$35.54	
	Electricity Services 7.1.18-6.30.19	\$8.89	
		\$44.43	CT 25004512
	Electricity Services 7.1.18-6.30.19	\$62.28	
	Electricity Services 7.1.18-6.30.19	\$15.57	
		\$77.85	CT 25004513
	Electricity Services 7.1.18-6.30.19	\$16.36	
	Electricity Services 7.1.18-6.30.19	\$4.10	
		\$20.46	CT 25004514
	Electricity Services 7.1.18-6.30.19	\$241.54	
	Electricity Services 7.1.18-6.30.19	\$60.39	
		\$301.93	CT 25004515
Panera Bread Cafe 3180	Food for Veterans Mentor Monday	\$406.30	
	Food for Bridges to Success	\$60.87	
		\$467.17	CT 25004516
Pharmedix	Prescription medication July 1, 2018- May 31, 2019	\$393.25	
		\$393.25	CT 25004517
Praxair Distribution Inc.	Instr Supplies for Welding Program	\$1,026.19	
	Cylinder Demurrage Charges, 7-1-18 thru 06-30-19	\$143.11	
		\$1,169.30	CT 25004518
ProCare Janitorial Supply, Inc.	CUSTODIAL SUPPLIES, SM, 7-1-18 THRU 5-31-19	\$2,636.29	
	Custodial Supplies-Lompoc, 07-01-18 thru 05-31-19	\$107.79	
	Custodial Supplies-Lompoc, 07-01-18 thru 05-31-19	\$970.70	
	CUSTODIAL SUPPLIES, SM, 7-1-18 THRU 5-31-19	\$451.66	
		\$4,166.44	CT 25004519
Pureland Supply LLC	PANASONIC PROJECTOR LAMP MODEL#ET-LAE1000	\$147.42	
		\$147.42	CT 25004520
R&R Roll-Off	Rental of 40 Yard Drop Box	\$180.00	
	Disposal Fee, Mixed Debris	\$280.46	
		\$460.46	CT 25004521
Safeway Inc - Vons Division	Instructional supplies for Biology labs	\$11.56	
		\$11.56	CT 25004522

Allan Hancock College

Warrant Register

Check Dates from 10/1/2018 to 10/31/2018

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Samy's Camera	INSTRUCTIONAL SUPPLIES 07/01/18-05/31/19	\$560.30	
		\$560.30	CT 25004523
Santa Barbara Co Education Office	SBCSBA ANNUAL DUES 2018-19	\$350.00	
		\$350.00	CT 25004524
Scantron Corporation	882-E Answer Sheet, 100Q (500Pkg) Shipping Charge	\$75.55 \$12.45	
		\$88.00	CT 25004525
Sirchie Fingerprint Labs Inc	Instructional Supplies 10-1-18 to 5-31-19	\$198.24	
		\$198.24	CT 25004526
Skyline Flower Growers	Instuctional supplies for NC floral classes	\$198.25	
		\$198.25	CT 25004527
Smart & Final	Food Supplies 9-3-18 to 5-31-19	\$102.52	
	Operational Supplies 9-3-18 to 5-31-19	\$75.91	
	Instructional Supplies 8-22-2018 thru 5-31-2019	\$37.60	
	Instructional Supplies 8-22-2018 thru 5-31-2019	\$103.23	
	Instructional Supplies 8-22-2018 thru 5-31-2019	\$17.17	
	Instructional Supplies 8-22-2018 thru 5-31-2019	\$21.31	
	Instructional Supplies 8-22-2018 thru 5-31-2019	\$48.89	
	Food for Student Equity Student Events	\$1,027.54	
	Food for Student Equity Student Events	\$213.21	
	Smart Final	\$172.29	
	Food for Student Equity Student Events	\$49.56	
		\$1,869.23	CT 25004528
So Ca Intersegmental Articulation Council	2018-2019 Annual Membership Dues	\$100.00	
		\$100.00	CT 25004529
Sprint Communications Company Lp	Cellphone service from July 2018 to June 2019	\$44.90	
		\$44.90	CT 25004530
Strata Information Group	DBA consulting for Banner Finance and HR Payroll	\$310.00	
		\$310.00	CT 25004531
Svm Lp	\$25.00 Chevron Gas Cards	\$3,000.00	
	Shipping	\$19.82	
	\$20 Chevron Gas Cards	\$2,050.00	
	Shipping / Handling	\$19.82	
		\$5,089.64	CT 25004532
Taco Roco	Food for Hispanic Heritage Celebration	\$1,383.49	
		\$1,383.49	CT 25004533
Testa Catering	Food for Mentor Monday	\$136.62	
		\$136.62	CT 25004534
TR Taqueria	Catering Career Expo Day Exhibitor Lunch 10-5-18	\$2,500.00	

Allan Hancock College

Warrant Register

Check Dates from 10/1/2018 to 10/31/2018

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$2,500.00	CT 25004535
US Bank Corporate Payment System	CCCCIO Fall 2018 Conference Registration	\$700.00	
	SEM Workshop Registration	\$75.00	
	LODGING FOR R. CURRY, DOUBLETREE BY HILTON	\$187.78	
		\$962.78	CT 25004536
Verizon	Long Distance Telephone Service 7.1.18 - 6.30.19	\$434.56	
		\$434.56	CT 25004537
	Long Distance Telephone Service 7.1.18 - 6.30.19	\$18.09	
		\$18.09	CT 25004538
Verizon Select Svc Inc	Long Distance and Toll Free Service Charges	\$10.00	
		\$10.00	CT 25004539
VTC Enterprises	Fee Agreement for Fall 2018	\$16,530.00	
		\$16,530.00	CT 25004540
Ward's Science Inc	Instructional supplies for Biology labs	\$15.13	
	Instructional supplies for Biology labs	\$102.28	
	Science Lab Supplies July 1, 2018-May 31, 2019	\$178.74	
	Earthworm 9+ plain jar10, #470001-236	\$8.63	
	Squid 12+ dbl inj pl10, #470000-644	\$113.39	
	Ascaris Lumbricoides J10 (Roundworm) #470001-220	\$20.51	
	Crayfish,4-6 plain pl10, #470000-888	\$13.27	
	Perch plain med pl10, #470000-908	\$22.91	
	Dogfish lg 27+ vpk1, #470001-460	\$155.43	
	Bullfrog plain lg vpk1, #470001-534	\$100.38	
		\$730.67	CT 25004541
West Covina Nurseries	Lagerstroemia Muskogee std, #15	\$58.99	
	Robinia p.purple robe, #24	\$187.69	
		\$246.68	CT 25004542
	Plants per Invoice 425273	\$1,139.00	
		\$1,139.00	CT 25004543
Western Propane Service	Propane Expenses, 7-01-18 thru 5-31-19	\$27.46	
		\$27.46	CT 25004544
Western Ways	Janitorial/Grounds Services, 7-1-18 thru 6-30-19	\$2,100.00	
		\$2,100.00	CT 25004545
Winema Industrial and Safety Supply	Plustrac Maintenance Tracking Program, 1 year	\$3,034.24	
	AED Inspection and Reporting Per Month	\$285.00	
		\$3,319.24	CT 25004546
Wristband Resources	Tyvek Wristbands 3/4"	\$365.00	
		\$365.00	CT 25004547
Ana E Zuniga	Independent Contract-Zuniga	\$910.00	
		\$910.00	CT 25004548

Allan Hancock College
Warrant Register

Check Dates from 10/1/2018 to 10/31/2018
Bank Code: CT

Vendor Name	Description	Amount	Warrant
AHC-RCF	July - September RCF Reimbursement	\$262.69	
	July - September RCF Reimbursement	\$113.36	
	July - September RCF Reimbursement	\$1,694.89	
	July - September RCF Reimbursement	\$2,483.43	
	July - September RCF Reimbursement	\$8,491.02	
	July - September RCF Reimbursement	\$1,027.43	
	July - September RCF Reimbursement	\$2,036.85	
	July - September RCF Reimbursement	\$8,236.95	
	July - September RCF Reimbursement	\$1,676.75	
	July - September RCF Reimbursement	\$460.48	
	July - September RCF Reimbursement	\$1,595.52	
	July - September RCF Reimbursement	\$149.44	
	July - September RCF Reimbursement	\$284.88	
	July - September RCF Reimbursement	\$141.00	
	July - September RCF Reimbursement	\$529.50	
	July - September RCF Reimbursement	\$42.62	
	July - September RCF Reimbursement	\$1,703.25	
	July - September RCF Reimbursement	\$399.00	
	July - September RCF Reimbursement	\$780.72	
	July - September RCF Reimbursement	\$1,555.19	
July - September RCF Reimbursement	\$14,659.64		
July - September RCF Reimbursement	\$1,690.00		
July - Sept RCF Reimbursement	(\$3,603.21)		
		\$46,411.40	CT 25004549
Raul Aldama	9.13-10.2.18 mileage reimbursement	\$21.53	
		\$21.53	CT 25004550
Stefanie Aye	ACHRO/EEO Conference	\$403.45	
		\$403.45	CT 25004551
Sayuri Bryan	Manual Refund Submitted	\$100.00	
		\$100.00	CT 25004552
Lori Doty	Region IV Meeting	\$42.84	
		\$42.84	CT 25004553
El Teatro Campesino	Michael Dempsey 11.29-30.18	\$630.00	
		\$630.00	CT 25004554
Beverly Federlein	Manual Refund Submitted	\$54.00	
		\$54.00	CT 25004555
Ginger Grizzanti	Manual Refund Submitted	\$100.00	
		\$100.00	CT 25004556
Jeffery Hall	9.20.18 mileage reimbursement	\$28.01	
		\$28.01	CT 25004557
Daniel Hilker	9/20-10.9.18 mileage reimbursement	\$29.43	
		\$29.43	CT 25004558
Susan Houghton	8.7-10.5.18 mileage reimbursement	\$140.61	

Allan Hancock College
Warrant Register
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Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$140.61	CT 25004559
Amelia Hull	Manual Refund Submitted	\$54.00	
		\$54.00	CT 25004560
Jennifer Kieve	Manual Refund Submitted	\$54.00	
		\$54.00	CT 25004561
Larry Lahr	10.9.18 mileage reimbursement	\$20.49	
		\$20.49	CT 25004562
Margaret Lau	CCCAOE Conference	\$1,074.78	
		\$1,074.78	CT 25004563
Frank Lewotsky	Manual Refund Submitted	\$54.00	
		\$54.00	CT 25004564
Gary Lien	Manual Refund Submitted	\$54.00	
		\$54.00	CT 25004565
Angela Morrison	9.4-13.18 mileage reimbursement	\$174.73	
		\$174.73	CT 25004566
Holly Nolan-Chavez	CCCAOE Conference	\$448.84	
		\$448.84	CT 25004567
Frederic Patrick	CVC-OEI Consortium	\$286.96	
		\$286.96	CT 25004568
Christopher Pavone	AB 705 Regional Meeting	\$704.09	
		\$704.09	CT 25004569
Greg Pensa	10.8-9.18 mileage reimbursement	\$62.02	
		\$62.02	CT 25004570
Adelina Pozos	9.28-10.3.18 mileage reimbursement	\$50.79	
		\$50.79	CT 25004571
Itzelt Santos	8.16-10.16.18 mileage reimbursement	\$183.12	
		\$183.12	CT 25004572
Inri Serrano-Valenzuela	10.9.18 mileage reimbursement	\$30.19	
		\$30.19	CT 25004573
Elijah Simmons	9.11-25.18 mileage reimbursement	\$141.70	
		\$141.70	CT 25004574
Julia Townsend	Disability Summit	\$246.28	
		\$246.28	CT 25004575
Juanita Tuan	SoCal CSU CC Counselor Conference	\$596.23	
	SoCal CSU CC Counselor Conference	\$385.32	
		\$981.55	CT 25004576
Clarence Wormley	Manual Refund Submitted	\$54.00	
		\$54.00	CT 25004577
Hilda Zacarias	10.9.18 mileage reimbursement	\$28.56	

Allan Hancock College

Warrant Register

Check Dates from 10/1/2018 to 10/31/2018

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$28.56	CT 25004578
Accountemps	Temporary Personnel Services October 8, 2018 - Temporary Personnel Services October 8, 2018 -	\$2,190.64 \$2,215.19	
		\$4,405.83	CT 25004579
Allen'S Quality Plumbing	Service Call for Bldg. Q 10/11/18	\$100.00	
		\$100.00	CT 25004580
Amazon	DYNAREX NITRILE EXAM GLOVE, POWDER FREE NEIKO 01407A ELECTRONIC DIGITAL CALIPER DYNAREX NITRILE EXAM GLOVE, POWDER FREE DYNAREX NITRILE EXAM GLOVE, POWDER FREE Logitech HD Pro Webcam C920 Instructional Supplies Aug. 10 - Dec. 24.2018 Instructional Supplies Aug. 10 - Dec. 24.2018 JUD SUSS AKA THE JEW SUSS DVD SHIPPING FEE Supplies for the Chem labs, 7-6-18 - 5-31-19. Supplies for the Chem labs, 7-6-18 - 5-31-19. Supplies for the Chem labs, 7-6-18 - 5-31-19. Supplies for the Chem labs, 7-6-18 - 5-31-19.	\$69.63 \$291.21 \$53.50 \$68.39 \$53.99 \$419.56 \$33.93 \$14.95 \$3.99 \$20.98 \$30.41 \$18.99 \$9.95	
		\$1,089.48	CT 25004581
American Automatic Doors Inc	Service Call - Labor Charges Travel Fee: Santa Maria	\$95.00 \$98.00	
		\$193.00	CT 25004582
American General Media Inc.	Com Ed Ad on La Ley 9-17-18 to 10-12-18	\$450.00	
		\$450.00	CT 25004583
American Red Cross	6.16.18 Adult CPR.AED Infant CPR & First Aid 7.21.18 Adult CPR.AED Infant CPR & First Aid 8.18.18 Adult CPR.AED Infant CPR & First Aid 8.17.18 Adult CPR.AED Infant CPR & First Aid	\$504.00 \$336.00 \$165.00 \$28.00	
		\$1,033.00	CT 25004584
Aqua Systems Inc	SOIL BUSTER BREAK 15 GA PREMIUM POWER SURGE 15 GA SOFT BALANCE 5 GA DEPOSIT 15 GALLON CONTAINER DEPOSIT 5 GALLON CONTAINER	\$416.82 \$476.23 \$130.63 \$56.00 \$7.00	
		\$1,086.68	CT 25004585
Paragon Book Gallery Inc	MIRRORING CHINAS PAST - TEXT THE 69TH ANNUAL EXHIBITION OF SHOSO-IN TREASURES UNKEI: THE GREAT MASTER OF BUDDHIST SCULPTURE TREASURES FROM ACROSS THE KUNLUN MOUNTAINS- TEXT SUIZHOU YEJIASHAN: XIZHOU ZAOQI ZENGGUO SHIPPING	\$64.80 \$32.41 \$70.20 \$70.20 \$84.67 \$0.00	
		\$322.28	CT 25004586

Allan Hancock College
Warrant Register
 Check Dates from 10/1/2018 to 10/31/2018
 Bank Code: CT

Vendor Name	Description	Amount	Warrant
B & B Steel & Supply	Instr Supplies Welding Program	\$1,328.65	
		\$1,328.65	CT 25004587
BC Pump Sales And Service	Sealed Bearing, 6205	\$14.03	
	Sealed Bearing, 6206	\$17.04	
	Labor Charges	\$210.00	
	Taco Pump Seal Kit	\$229.49	
	Seal	\$8.65	
	Sealed Bearing, 6306	\$21.34	
	Sealed Bearing, 6205	\$11.87	
		\$512.42	CT 25004588
Bremer Auto Parts	OPERATIONAL SUPPLIES JULY 1 2018 TO MAY 31 2019	\$24.77	
		\$24.77	CT 25004589
Ca Council For Adult Education	Basic Institutional Membership	\$250.00	
		\$250.00	CT 25004590
Cal Oes	26 FRO CERTIFICATES FROM CSTI FOR CRN 22037	\$160.00	
	25 FRO DECON CERTIFICATES FROM CSTI FOR CRN 20458	\$80.00	
	25 FRO WMD CERTIFICATES FROM CSTI FOR CRN 20458	\$80.00	
		\$320.00	CT 25004591
Cal State Auto Parts	Instr Supplies Auto Tech Program	\$60.05	
	Instr Supplies Auto Tech Program	\$117.53	
		\$177.58	CT 25004592
Califitness Equipment Expert	SDR 20 RUBBER COATED DUMBBELLS 20LB	\$86.40	
	SDR 25 RUBBER COATED DUMBBELLS 25 LB	\$113.40	
	SDR 40 RUBBER COATED 40LB DUMBBELLS	\$172.80	
	SHIPPING	\$40.00	
		\$412.60	CT 25004593
California Electric Supply	ELECTRICAL-LIGHTING SUPPLIES , 7-1-18 thru 5-31-19	\$283.50	
	ELECTRICAL-LIGHTING SUPPLIES , 7-1-18 thru 5-31-19	\$91.80	
	ELECTRICAL-LIGHTING SUPPLIES , 7-1-18 thru 5-31-19	\$29.82	
	ELECTRICAL-LIGHTING SUPPLIES , 7-1-18 thru 5-31-19	\$46.45	
	ELECTRICAL-LIGHTING SUPPLIES , 7-1-18 thru 5-31-19	\$74.91	
		\$526.48	CT 25004594
Carolina Biological	Instructional supplies for Biology labs	\$28.85	
		\$28.85	CT 25004595
Carquest Auto Parts	Instr Supplies Auto Tech Program	\$16.11	
		\$16.11	CT 25004596
Chevron And Texaco Business Card Service	Gas Credit Card Purchases, 7-01-18 thru 6-30-19	\$1,031.09	
		\$1,031.09	CT 25004597
City Of Santa Maria	Disposal Site Landfill 7.1.18 - 6.30.19	\$61.92	
		\$61.92	CT 25004598
Comcast Cable	Monthly Recurring Costs 7.1.18-6.30.19	\$178.39	

Allan Hancock College

Warrant Register

Check Dates from 10/1/2018 to 10/31/2018

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$178.39	CT 25004599
Comcast Cable	Monthly Recurring Costs 7.1.18-6.30.19	\$165.35	
		\$165.35	CT 25004600
Joanna Davis	Food Reimb. for Lompoc HS Concurrent Enrollment	\$45.53	
	Food Reimb for Cabrillo HS Concurrent Enrollment	\$40.05	
	Food Reimb for Cabrillo HS Concurrent Enrollment	\$31.96	
		\$117.54	CT 25004601
Dept Of Forestry & Fire Protection	FSTEP COURSE FIRE ACADEMY CLASS 142 INVOICE 154685	\$520.00	
	SHIPPING	\$8.00	
		\$528.00	CT 25004602
Electronic Parts Store	Instr Supplies for Electronics Program	\$127.93	
		\$127.93	CT 25004603
Ellucian Company LP	ELLUCIAN PAYMENT CENTER BY TOUCHNET SUBSCRIPTION	\$32,621.00	
		\$32,621.00	CT 25004604
Ewing Irrigation Products Inc	Landscape Supplies, 07-01-18 thru 05-31-19	\$271.56	
		\$271.56	CT 25004605
FADE	CA RDA Written and Law Exam Prep Study Book	\$192.24	
	Shipping- UPS Ground	\$14.95	
		\$207.19	CT 25004606
Fatte's Pizza of Santa Maria	Food for Supporting Undocumented Student Training	\$85.15	
		\$85.15	CT 25004607
	Food for Transfer Thursday	\$67.69	
	Food for Fuerte Friday	\$105.25	
		\$172.94	CT 25004608
Ferguson Enterprises Inc	Plumbing Supplies, 10-1-18 thru 5-31-19	\$98.55	
	Plumbing Supplies, 10-1-18 thru 5-31-19	\$6.98	
	Plumbing Supplies, 10-1-18 thru 5-31-19	\$150.53	
	Plumbing Supplies, 10-1-18 thru 5-31-19	\$5.18	
		\$261.24	CT 25004609
Foodbank Of Santa Barbara County	Food Supplies For Children Cntr 8-4-18 to 12-13-18	\$58.33	
		\$58.33	CT 25004610
Ford Motor Credit Company Llc	Leasing 2016 Ford 150 Pickup, 7-1-18 thru 6-30-19	\$490.15	
		\$490.15	CT 25004611
Frontier Communications	Telephone Service 7.1.18-6.30.19	\$805.71	
		\$805.71	CT 25004612
Garvey Equipment Company	Spring, MOR 24741-601	\$86.08	
	Shipping Fees	\$13.50	
		\$99.58	CT 25004613
Kenneth George	REIMBURSEMENT FOR POSTAGE FOR PELLET B	\$9.70	

Allan Hancock College

Warrant Register

Check Dates from 10/1/2018 to 10/31/2018

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$9.70	CT 25004614
Grainger Inc.	Maintenance Supplies, 07-01-18 thru 05-31-19	\$6.70	
	Maintenance Supplies, 07-01-18 thru 05-31-19	(\$173.95)	
	Maintenance Supplies, 07-01-18 thru 05-31-19	\$277.59	
	Impact Hole Saw, Item 4NZV4	\$27.92	
	Multi-Tool, Black, Item 5CZF6	\$87.93	
	Tactical Handheld Light, Led, Black, Item 36MU51	\$41.25	
	Precision Screwdriver Set, Item 2MPK5	\$23.92	
	Wire Stripper, Item 3PB81	\$21.11	
	Hex Key Set, 9 Pieces, Item 2DGN9	\$10.89	
	Folding Hex Key Set, 7 Pieces, Item 4CR95	\$8.50	
	Linemans Plier, Item 1UKJ7	\$9.26	
		\$341.12	CT 25004615
Graybar Electric	Electrical Supplies July 1, 2018 - May 31, 2019	\$81.22	
	120VAC BLUE LIGHT STROBE GB PART#22118737	\$736.30	
	ADA COMPLIANT EMERGENCY PHONE GB PART#25900797	\$2,272.93	
		\$3,090.45	CT 25004616
Guadalupe Union School Dist	Transportation- McKenzie Jr High School	\$173.00	
		\$173.00	CT 25004617
Jeffery Hall	Trustee Compensation for Board Meeting Attendance	\$240.00	
		\$240.00	CT 25004618
Hardy Diagnostics	Nutrient agar, item# C6461	\$71.66	
	Sabourad dextrose agar, item# C6781	\$44.75	
	Tryptic soy agar, item# C7121	\$84.55	
	Sterile cotton swabs, item# HD258061WC	\$73.28	
	Instructional Supplies for Biology labs	\$332.77	
	Science Lab Supplies July 1, 2018-May 31, 2019	\$90.51	
		\$697.52	CT 25004619
Elaine Healy	Food Reimbursement for Tutor Training	\$101.96	
		\$101.96	CT 25004620
Daniel Hilker	Trustee Compensation for Board Meeting Attendance	\$240.00	
		\$240.00	CT 25004621
Historic Santa Maria Inn	Hotel stay for guest speaker Diana Rodriguez for	\$100.80	
		\$100.80	CT 25004622
Intermountain Lock And Security Supply	KEY AND LOCK SUPPLIES, 07-01-18 THRU 05-31-19	\$211.68	
		\$211.68	CT 25004623
Interstate Batteries Of Central Coast	GC2-ECL-UTL BATTERY	\$807.80	
	CA BATTERY FEE	\$6.00	
		\$813.80	CT 25004624
Jay Cee Trophy	Recruit Name Plate Invoice #484699	\$73.44	

Allan Hancock College

Warrant Register

Check Dates from 10/1/2018 to 10/31/2018

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$73.44	CT 25004625
Jobelephant.Com Inc	Job advertisement to promote diversity	\$0.00	
	Job advertisement to promote diversity	\$392.31	
	Job advertisement to promote diversity	\$0.00	
		\$392.31	CT 25004626
John R Byerly Inc	Inspection Services for Prop 39 LVC Solar Project	\$285.00	
		\$285.00	CT 25004627
Norm Katz	Background/Psych Testing / Catherine Farley,	\$450.00	
		\$450.00	CT 25004628
Kelly Paper Co	Paper consumables for Campus Graphics	\$390.04	
		\$390.04	CT 25004629
Larry Lahr	Trustee Compensation for Board Meeting Attendance	\$240.00	
	Dental Ins Premium Deduction	(\$196.69)	
		\$43.31	CT 25004630
Thomas Lamica	Supplies Reimb. for All Hands On Deck Training	\$186.83	
	Supplies Reimb for Bridges to Success	\$113.24	
		\$300.07	CT 25004631
Lazer Broadcasting Corp	Com Ed Ad on Radio Lazer 9-17-18 to 10-12-18	\$500.00	
		\$500.00	CT 25004632
Lincoln Aquatics	Injection Check Valve	\$126.36	
	Freight Charges	\$8.99	
		\$135.35	CT 25004633
Lincoln Electric Company	Instr Supplies Welding Program	\$976.32	
		\$976.32	CT 25004634
Lowe's	OPERATIONAL SUPPLIES 7-1-18 TO 5-31-19	\$16.98	
		\$16.98	CT 25004635
Matheson Tri-Gas Inc	Instructional supplies for noncredit welding class	\$252.26	
		\$252.26	CT 25004636
Christina Mcmillan	Water Reimbursement for Remembering the Fallen	\$37.14	
		\$37.14	CT 25004637
Mission Linen & Uniform Service Inc	Laundry services for Auto Tech Program	\$32.15	
	Uniform Services and Towels, 07-1-18 THRU 05-31-19	\$33.39	
	Uniform Services and Towels, 07-1-18 THRU 05-31-19	\$33.39	
		\$98.93	CT 25004638
Moore Medical Llc	Afluria QIV 0.5ml item # 36405	\$2,522.56	
	Ship On Ice charge item #63272	\$7.51	
		\$2,530.07	CT 25004639
Morris Pi Group	Police Background - Police Chief Cathy Farley	\$1,615.80	
		\$1,615.80	CT 25004640
Moxie Cafe	Food for New Student-Athlete Orientation	\$583.58	

Allan Hancock College

Warrant Register

Check Dates from 10/1/2018 to 10/31/2018

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$583.58	CT 25004641
Ricardo Navarrette	Supplies Reimbursement for Noche de Familia	\$68.14	
	Supplies Reimbursement for Puente Stay the Course	\$32.40	
		\$100.54	CT 25004642
Naylor Llc	AWWA Sourcebook Directory	\$3,600.03	
		\$3,600.03	CT 25004643
Ocean Cities Pizza Inc	Food for Career Exploration Day	\$12,000.00	
		\$12,000.00	CT 25004644
Office Depot	Instructional Supplies for 8-1-18 to 5-31-19	\$15.51	
	INSTRUCTIONAL SUPPLIES 8-1-18 TO 5-31-19	\$357.97	
	Instructional Supplies 10-5-18 to 5-31-19	\$4.31	
	OFFICE SUPPLIES OCT 1, 2018-MAY 31, 2019	\$93.36	
	Office Supplies Sept. 2018-May 2019	\$254.65	
	Office Supplies Sept. 2018-May 2019	\$24.28	
	Operational Supplies July 16, 2018-May 31, 2019	\$47.84	
	Operational Supplies July 16, 2018-May 31, 2019	\$22.74	
	Operational Supplies July 16, 2018-May 31, 2019	\$11.96	
		\$832.62	CT 25004645
Old Town Shirt Factory	Tee Shirt, PC61P	\$83.04	
	Sweatshirt, Hooded, PC90H	\$16.62	
	Jacket, JP56	\$33.24	
	AHC Logo-Lft Chest, Embroidery	\$25.71	
	Facilities-Rt Chest, Embroidery	\$32.13	
		\$190.74	CT 25004646
Orchard Business/Synco	Hardware Supplies, 07-01-18 thru 05-31-19	\$2.47	
	Hardware Supplies, 07-01-18 thru 05-31-19	\$12.82	
	Hardware Supplies, 07-01-18 thru 05-31-19	\$4.61	
	Hardware Supplies, 07-01-18 thru 05-31-19	\$7.38	
		\$27.28	CT 25004647
Orcutt Burgers Inc	Food for Remembering the Fallen	\$1,458.00	
		\$1,458.00	CT 25004648
Pacific Coast Drywall	Materials - Framing, Doors and Sheetrock	\$4,860.00	
	Labor Charges	\$10,450.00	
		\$15,310.00	CT 25004649
Pacific Gas & Electric Company	Electricity Services 7.1.18-6.30.19	\$1,968.02	
	Electricity Services 7.1.18-6.30.19	\$492.01	
		\$2,460.03	CT 25004650
	Electricity Services 7.1.18-6.30.19	\$134.34	
	Electricity Services 7.1.18-6.30.19	\$33.59	
		\$167.93	CT 25004651
Panera Bread Cafe 3180	Food for UTC Transfer Thursday	\$249.75	
		\$249.75	CT 25004652

Allan Hancock College
Warrant Register
 Check Dates from 10/1/2018 to 10/31/2018
 Bank Code: CT

Vendor Name	Description	Amount	Warrant
Pearson Education	CAI-ENH M-I Profile Report Item 26400 Doc #103505 shipping	\$1,014.00 \$50.70 \$1,064.70	CT 25004653
Greg Pensa	Trustee Compensation for Board Meeting Attendance Dental Ins Premium Ded	\$240.00 (\$136.96) \$103.04	CT 25004654
Perry'S Electric Motors & Controls	Motor, North American Electric, PR182T3M4	\$369.36 \$369.36	CT 25004655
Poor Richard's Press	Custom Print Lanyards Custom Print Badges	\$2,681.09 \$342.91 \$3,024.00	CT 25004656
Portable Johns, Inc.	Renta1/Serviceing 7-1-18 thru 6-30-19 Rental - Holding Tank, 7-1-18 thru 6-30-19 Service - 300 Gal. Holding Tank Additional Service	\$730.95 \$64.80 \$220.00 \$165.00 \$1,180.75	CT 25004657
Powerstride Battery Co Inc	Vehicle jumper box item# GB70 NOCO	\$206.34 \$206.34	CT 25004658
Praxair Distribution Inc.	Carbon Dioxide Liquid, 7-1-18 thru 6-30-19 Instr Supplies for Welding Program Instr Supplies for Welding Program Instructional supplies for noncredit jewelry class	\$247.57 \$96.03 \$715.40 \$50.40 \$1,109.40	CT 25004659
Prestige Golf Cars	2018 Cushman Shuttle 2+2, four passenger Canopy Top Fold Down Windshield Tailights 5 panel rear view mirrors LED low profile warning light bar (red-blue) Siren speaker Delivery charge Freight Dealer Prep	\$1,050.89 \$273.67 \$95.25 \$96.77 \$10.81 \$189.00 \$70.20 \$295.00 \$556.00 \$300.00 \$2,937.59	CT 25004660
ProCare Janitorial Supply, Inc.	VARIOUS CLEANING SUPPLIES PER ATTACHED QUOTE CUSTODIAL SUPPLIES, SM, 7-1-18 THRU 5-31-19 CUSTODIAL SUPPLIES, SM, 7-1-18 THRU 5-31-19 CUSTODIAL SUPPLIES, SM, 7-1-18 THRU 5-31-19 CUSTODIAL SUPPLIES, SM, 7-1-18 THRU 5-31-19 CUSTODIAL SUPPLIES, SM, 7-1-18 THRU 5-31-19 CUSTODIAL SUPPLIES, SM, 7-1-18 THRU 5-31-19 CUSTODIAL SUPPLIES, SM, 7-1-18 THRU 5-31-19	\$3,036.37 \$91.72 \$56.20 \$111.89 \$2,742.36 \$25.14 (\$129.01) \$270.52 \$6,205.19	CT 25004661
Quinn Company	Rental of Vibra-Plate Compactor for Bldg. I	\$64.79	

Allan Hancock College

Warrant Register

Check Dates from 10/1/2018 to 10/31/2018

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Quinn Company	Env Rec Fee	\$0.98	
		\$65.77	CT 25004662
Rebecca J. Alarcio	Event creation and management 8-27-18 to 11-30-18	\$562.50	
	Event creation and management 8-27-18 to 11-30-18	\$1,500.00	
		\$2,062.50	CT 25004663
Recreonics Inc	RATCHET TAKE-UP REEL	\$357.20	
	FREIGHT	\$32.55	
		\$389.75	CT 25004664
Santa Barbara Co Dept Of Social Svc	WRC Lease & Operating Costs 7-1-18 to 6-30-19	\$1,571.25	
		\$1,571.25	CT 25004665
Santa Maria Tire Inc	4 Goodyear Eagle tires for H9 unit Plate#1460789	\$597.19	
	CA Recycle Tax	\$7.00	
	Tire, Goodyear Wrangler	\$121.46	
	4 Goodyear Wrangler tires for unit plate# 1461471	\$422.24	
	CA Recycle Tax	\$7.00	
	CA Recycle Fee	\$1.75	
	TO BE CREDITED ON 180906	\$121.46	
	CR FOR INV 122658	(\$121.46)	
		\$1,156.64	CT 25004666
Santa Maria Wash And Lube	Car wash service for units 070118 - 053119	\$30.00	
		\$30.00	CT 25004667
Save Mart Supermarkets	Food Supplies for Children Cntr 8-4-18 to 12-13-18	\$67.93	
	Food Supplies for Children Cntr 8-4-18 to 12-13-18	\$32.29	
	Food Supplies for Children Cntr 8-4-18 to 12-13-18	\$87.70	
		\$187.92	CT 25004668
Silverado Stages	Charter Bus Svc Charter ID 23156 UCSB 9.28.2018	\$1,712.60	
		\$1,712.60	CT 25004669
Skyline Flower Growers	Instuctional supplies for NC floral classes	\$93.00	
		\$93.00	CT 25004670
Smart & Final	Food Supplies For Children Cntr 8-4-18 to 12-13-18	\$36.45	
	Supplies for the Chem labs, 7-6-18 - 5-31-19.	\$39.16	
	Food for Student Equity Student Events	\$21.54	
	Food for Student Equity Student Events	\$200.02	
	Instructional Supplies 8-22-2018 thru 5-31-2019	\$75.22	
	Instructional Supplies 8-22-2018 thru 5-31-2019	\$66.17	
	Instructional Supplies 8-22-2018 thru 5-31-2019	\$144.37	
	Instructional Supplies 8-22-2018 thru 5-31-2019	\$90.33	
	Instructional Supplies 8-22-2018 thru 5-31-2019	\$98.98	
	UTC food/snacks for events 8-1-18 to 5-31-19	\$51.71	
		\$823.95	CT 25004671
Snap-On Industrial	Instr Supplies Auto Tech Program	\$220.76	
		\$220.76	CT 25004672
Southern California Gas Co	Gas Supply 7.1.18-6.30.19	\$4,732.42	

**Allan Hancock College
Warrant Register**

Check Dates from 10/1/2018 to 10/31/2018
Bank Code: CT

Vendor Name	Description	Amount	Warrant
Southern California Gas Co	Gas Supply 7.1.18-6.30.19	\$1,183.11	
		\$5,915.53	CT 25004673
Spectrum Reach	F18 CE Commercial Contracts July 18 thru Nov. 18	\$1,030.00	
	F18 CE Commercial Contracts July 18 thru Nov. 18	\$2,069.00	
		\$3,099.00	CT 25004674
Target Specialty Products	Target 31-3-5 50% XRT 3% FE	\$561.04	
	Target 31-3-5 50% XRT 3% FE	\$685.72	
	Criterion 75WSP per Invoice P10872319	\$142.08	
		\$1,388.84	CT 25004675
Testa Catering	Lunch catering for President's Leadership	\$269.68	
		\$269.68	CT 25004676
Testa'S Campus Cuisine	Food for Veterans Mentor Monday	\$64.90	
		\$64.90	CT 25004677
Testout Corp	TestOut PC Pro item #TOPP12OLXX10	\$3,870.00	
		\$3,870.00	CT 25004678
U.S. Bank	Go Bond Admin. Fee for Series C 9.1.18 - 8.31.19	\$425.00	
		\$425.00	CT 25004679
United Parcel Service	UPS Charges, 7-1-18 thru 6-30-19	\$170.49	
		\$170.49	CT 25004680
United Refrigeration Inc	HVAC Supplies, 07-01-18 thru 05-31-19	\$266.50	
	Filters Per Attached Quote 64346643-00	\$127.98	
	Filters Per Attached Quote 64346643-00	\$4,607.61	
	Return & Restocking Fee	(\$4,614.00)	
	HVAC Supplies, 07-01-18 thru 05-31-19	\$26.64	
		\$414.73	CT 25004681
Urbane Cafe	Food for Noncredit Advisory Group Mtg.	\$255.42	
	Food for Hancock Hello	\$777.60	
		\$1,033.02	CT 25004682
US Bank Corporate Payment System	Instructional supplies purchased for Marine Bio	\$59.63	
	Urbane Cafe - lunch for 8/31/18 workshop	\$800.00	
	Starry Sky - coffee for 8/31/18 workshop	\$78.00	
	Hawaiin Airlines - flight to HI for P. Murphy for	\$502.60	
	Assoc. for Institutional Research webinars	\$180.00	
	Facebook ads for fall credit and Comm Ed	\$253.38	
	Facebook ads for fall credit and Comm Ed	\$460.44	
	Amazon Corkboard Bulletin Boards	\$194.51	
	Speedy Buttons 1 inch buttons	\$102.96	
	College Advancement Santa Maria Times Subscription	\$161.29	
	Gina's Piece of Cake	\$181.95	
	Chevron	\$200.00	
	DOMINOS PIZZA	\$52.89	
	TRATTORIA ULIVETO	\$250.00	
	COOL HAND LUKES	\$147.03	
	Credit Santa Maria Co Club	(\$130.00)	

Allan Hancock College

Warrant Register

Check Dates from 10/1/2018 to 10/31/2018

Bank Code: CT

Vendor Name	Description	Amount	Warrant
US Bank Corporate Payment System	Urbane Cafe-Host staff lunch meeting	\$93.88	
	Reg Fees - Center for leadership equity & Research	\$105.20	
	Taco Ranchero-Host lunch meeting	\$46.13	
		\$3,739.89	CT 25004683
Ward's Science Inc	Science Lab Supplies July 1, 2018-May 31, 2019	\$55.10	
		\$55.10	CT 25004684
Hilda Zacarias	Trustee Compensation for Board Meeting Attendance	\$240.00	
	Dental Ins Premium Ded	(\$66.68)	
		\$173.32	CT 25004685
Kevin Boland	10.17.18 mileage reimbursement	\$39.24	
		\$39.24	CT 25004686
Steven Coulter	Manual Refund Submitted	\$280.00	
		\$280.00	CT 25004687
Dominic Dal Bello	NSF/LSAMP Meeting	\$700.00	
	NSF/LSAMP Meeting	\$1,233.57	
		\$1,933.57	CT 25004688
Elevated Solar Performance Inc	Construction Labor and Services for Prop 39	\$227,401.41	
		\$227,401.41	CT 25004689
Sara Galindo	9.5-27.18 mileage reimbursement	\$0.00	
	9.5-27.18 mileage reimbursement	\$101.92	
		\$101.92	CT 25004690
Gemma Garcia Bautista	10.8.18 mileage reimbursement	\$27.80	
	10.8.18 mileage reimbursement	\$0.00	
		\$27.80	CT 25004691
Weston Guerra	CAPED Conference	\$1,956.38	
		\$1,956.38	CT 25004692
Silvia Guevara	Manual Refund Submitted	\$24.00	
		\$24.00	CT 25004693
Gerardo Hernandez	10.5.18 mileage reimbursement	\$25.51	
		\$25.51	CT 25004694
Nancy Hernandez	CAPED Convention	\$503.52	
	CAPED Convention	\$0.00	
		\$503.52	CT 25004695
Alison Herson	POST Training	\$91.00	
		\$91.00	CT 25004696
William Kelly	Exceptional Team Leader Training Seminar	\$14.01	
		\$14.01	CT 25004697
Bowman Lau	Cal/OSHA Summit	\$1,098.00	
	Cal/OSHA Summit	\$861.54	

Allan Hancock College

Warrant Register

Check Dates from 10/1/2018 to 10/31/2018

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$1,959.54	CT 25004698
Eric Lofstrand	Exceptional Team Leader Training Seminar	\$15.00	
		\$15.00	CT 25004699
Sherry Loomis	3CSN Habits of Mind	\$418.90	
		\$418.90	CT 25004700
Robert Luque	8.8-10.18 mileage reimbursement	\$40.11	
		\$40.11	CT 25004701
Lisa Marsalek	CAPED Conference	\$508.06	
		\$508.06	CT 25004702
Toby McLaughlin	9.20-10.16.18 mileage reimbursement	\$77.27	
	9.20-10.16.18 mileage reimbursement	\$5.57	
		\$82.84	CT 25004703
Jose Millan	8.22-9.27.18 mileage reimbursement	\$59.09	
	8.22-9.27.18 mileage reimbursement	\$0.00	
		\$59.09	CT 25004704
Ricardo Navarrette	11.2-3.18 meals for field trip	\$3,690.00	
		\$3,690.00	CT 25004705
Melinda Nishimori	Manual Refund Submitted	\$24.00	
		\$24.00	CT 25004706
Nika Nishimori	Manual Refund Submitted	\$24.00	
		\$24.00	CT 25004707
Nohemy Omelas	Student Equity/Achievement Training	\$0.00	
	Student Equity/Achievement Training	\$235.56	
		\$235.56	CT 25004708
Marian Quaid-Maltagliati	9.17-10.23.18 mileage reimbursement	\$157.51	
		\$157.51	CT 25004709
Anthony Renteria	CAT Conference	\$135.00	
	CAT Conference	\$137.24	
		\$272.24	CT 25004710
Julie Rios	10.22.18 mileage reimbursement	\$22.13	
		\$22.13	CT 25004711
Chad Ruyle	Nat'l Assn of Teachers of Singing Symposium	\$224.68	
		\$224.68	CT 25004712
Jay Storey	Manual Refund Submitted	\$250.00	
		\$250.00	CT 25004713
Deborah Strance	3CSN Habits of the Mind	\$388.04	
		\$388.04	CT 25004714
Melissa Talbert	Manual Refund Submitted	\$24.00	
		\$24.00	CT 25004715
Esaul Torres	Exceptional Team Leader Training Seminar	\$13.31	

**Allan Hancock College
Warrant Register**Check Dates from 10/1/2018 to 10/31/2018
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<u>\$13.31</u>	CT 25004716
Olivia Tucker	Manual Refund Submitted	\$24.00	
		<u>\$24.00</u>	CT 25004717

Warrant Register

Check Dates from 10/1/2018 to 10/31/2018
Bank Code: CT

Fund and Reversal Summary

Totals By Fund:

Total for General Fund 9410	\$2,008,237.35
Total for Bond Interest & Redemption Fund 9421	\$0.00
Total for Child Development Fund 9433	\$18,263.64
Total for Capital Outlay Project Fund 9441	\$227,686.41
Total for General Obligation Bond Fund 9447	\$262.69
Total for Dental Self-Insurance Fund 9461	\$69,403.00
Total for Self-Insurance Health Exam Fund 9462	\$0.00
Total for Self-Insurance, Property, & Liability Fund 9463	\$0.00
Total for Post-Employment Benefits Fund 9469	\$0.00
Total for Student Body Center Fee Trust Fund 9473	\$0.00
Total for Investment Trust Fund 9476	\$0.00
	\$2,323,853.09

Reversals:

Total for General Fund 9410	\$0.00
Total for Bond Interest & Redemption Fund 9421	\$0.00
Total for Child Development Fund 9433	\$0.00
Total for Capital Outlay Project Fund 9441	\$0.00
Total for General Obligation Bond Fund 9447	\$0.00
Total for Dental Self-Insurance Fund 9461	\$0.00
Total for Self-Insurance Health Exam Fund 9462	\$0.00
Total for Self-Insurance, Property, & Liability Fund 9463	\$0.00
Total for Post-Employment Benefits Fund 9469	\$0.00
Total for Student Body Center Fee Trust Fund 9473	\$0.00
Total for Investment Trust Fund 9476	\$0.00
	\$0.00

Allan Hancock College

Check RegisterCheck Dates from 10/1/2018 to 10/31/2018
Bank Code: RC

<u>Vendor Name</u>	<u>Description</u>	<u>Amount</u>	<u>Check</u>
Ambrosia Fine Foods	Lunch Sept 4 2018 - Zero Textbook Program	\$420.28	
	Lunch Sept 5 2018 - Zero Textbook Program	\$444.20	
		<u>\$864.48</u>	RC 40000170
Four Points By Sheraton	Ricardo Navarrette 11.2-3.18 field trip	\$3,354.63	
		<u>\$3,354.63</u>	RC 40000171
		<u>Total: \$4,219.11</u>	

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT	
December 11, 2018	
ACRONYMS	
AHC - ASB ATHLETICS	Allan Hancock College - Associated Student Body Athletics
AHC Foundation	Allan Hancock College-Foundation
AHC - Part-Time Faculty Association	Allan Hancock College - Part Time Faculty Association
AHC -RCF	Allan Hancock College - Revolving for Cash Fund
BC Pumps Sales and Service	Bill Caldwell Pumps Sales and Service
CACCRAO	California Association of Community College Records and Admissions Officers
CAL-OES	California Office of Emergency Services
CCCADA	California Community College Athletic Directors Association
CDW Government Inc	Computer Discount Warehouse Government Inc
CSEA	California School Employees Association
C.S.E.A. Victory Club	California School Employees Association Victory Club
DEX YP Media	Dex Yellow Page Media
ECMC	Education Credit Management Corporation
FADE	Foundation for Allied Dental Education
FACCC Fac Assoc CA Comm Colleges	Faculty Association of California Community Colleges
Follett Heg - Ahc Bookstore	Follett Higher Education Group-Allan Hancock College Bookstore
Garda CI West Inc	Garda Cash Logistics West Inc
GM Financial Leasing	General Motors Financial Leasing
IBM Corporation	International Business Machines Corporation
IPS Group INC	International Parking Systems
LOVARC	Life Options, Vocational and Resource Center
Morris PI Group	Morris Private Investigations Group
Orchard Business/Syncb	Orchard Business/Synchrony Bank
PARS Public Agency Retirement	Public Agency Retirement System
Part Time Faculty AHC-Member	Part Time Faculty Allan Hancock College Member
PCPA Foundation	Pacific Conservatory of the Performing Arts Foundation
PPG Architectural Finishes	Pittsburgh Paints & Glass Architectural Finishes
RP GROUP	Research & Planning Group for California Community Colleges
SHI International Corp	Software House International Corp.
SISC III	Self Insured Schools of California
SLO Pest and Termite	San Luis Obispo Pest and Termite
STRS Cash Balance Plan, MS#20	State Teachers Retirement System Cash Balance Plan, MS#20
SVM LP	Stored Value Marketing
TG	Texas Guaranteed Student Loan Corporation
TR Taqueria	Taco Roco Taqueria
VENTURA PD	Ventura Police Department
VIRTUAL VRI	Virtual Video Remote Interpreting
VTC Enterprises	Vocational Training Center Enterprises

**CONSENT ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	December 11, 2018
Subject: Acceptance of Donations	Item Number: 12.B.
Strategic Goal: Goal IR2: To develop district financial resources adequate to support quality programs and services.	Enclosures: Page 1 of 1

BACKGROUND

Dr. Sal Caminada donated \$500 for members of the Students Pursuing Athletic Training Club (SPAT) to attend the Far West Athletic Trainer's Conference. Students attending this conference will gain exposure to information in the field of sports medicine as well as network with athletic program directors from various backgrounds.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees accept a monetary donation of \$500 from Dr. Sal Caminada.

Administrator Initiating Item: Eric D. Smith	Final Disposition:
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CONSENT ITEM

To: Board of Trustees	Date:
From: Superintendent/President	December 11, 2018
Subject: Part-time Faculty Appointments, Regular Faculty Overload Assignments and Special Assignments/Stipends	Item Number: 12.C.
Strategic Goal: Goal SLS2: To support student access, achievement, and success.	Enclosures: Page 1 of 9

BACKGROUND

Credit and noncredit instruction and non-instructional assignments for part-time faculty and overload and special assignments/stipends for regular full-time faculty are recommended for the time periods designated on the attached list, as per the California Education Code, Section 87482.5.

FISCAL IMPACT

Budgeted for the 2018-2019 fiscal year.

RECOMMENDATION

Staff recommends that the board of trustees approve the attached list of part-time faculty appointments and regular faculty overload and special assignments/stipends

Administrator Initiating Item: Robert Curry	Final Disposition:
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FULL-TIME FACULTY OVERLOAD ASSIGNMENTS
FALL 2018

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
		COOPERATIVE WORK EXPERIENCE		
Britten, Ben	22116	CWE 149	Coop. Work Exp. Occupational	.016
Britten, Ben	22109	CWE 149	Coop. Work Exp. Occupational	.008
Britten, Ben	22118	CWE 149	Coop. Work Exp. Occupational	.008
Britten, Ben	22112	CWE 302	Coop. Work Exp. General	.008

PART-TIME FACULTY ASSIGNMENTS - CREDIT
FALL 2018

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
COOPERATIVE WORK EXPERIENCE				
Lehman-Moreno, Romni	22106	CWE 149	Coop. Work Exp. Occupational	.008
Lehman-Moreno, Romni	22107	CWE 149	Coop. Work Exp. Occupational	.008
Lehman-Moreno, Romni	22085	CWE 302	Coop. Work Exp. General	.008
LeSage, Paul	21952	CWE 149	Coop. Work Exp. Occupational	.064
FIRE TECHNOLOGY				
McLeod, Derek	20458	FT 308	Firefighter 1 Academy 1B	.059
Owen, Jack	20458	FT 308	Firefighter 1 Academy 1B	.017
HEALTH EDUCATION				
Weare, Myrna	20514	HED 100	Health and Wellness	.050
LAW ENFORCEMENT				
Bianchi, Catherine	20714	LE 351	Field Training Officer	.017
Bianchi, Catherine	20740	LE 320	Basic Law Enforcement Academy	.033
Camarena, Juan	20740	LE 320	Basic Law Enforcement Academy	.033
Cox, Corey	20740	LE 320	Basic Law Enforcement Academy	.059
Cox, Corey	22029	LE 330	Core Custody Academy	.033
Dickel, Jason	20947	LE 425	PC 832 Firearms	.033
Dickel, Jason	20714	LE 351	Field Training Officer	.033
Dickel, Jason	20740	LE 320	Basic Law Enforcement Academy	.151
Dickel, Jason	22029	LE 330	Core Custody Academy	.033
Dillard, Bryan	20740	LE 320	Basic Law Enforcement Academy	.067
Dossey, Gregory	20836	LE 424	PC 832 Arrest	.033
Douglas, Jeremy	20836	LE 424	PC 832 Arrest	.033
Gotschall, Christopher	20740	LE 320	Basic Law Enforcement Academy	.059
Gotschall, Christopher	22029	LE 330	Core Custody Academy	.033
Hammill, Marc	20740	LE 320	Basic Law Enforcement Academy	.037
Hollis, Michael	20947	LE 425	PC 832 Firearms	.067
Huddle, Kevin	20714	LE 351	Field Training Officer	.083
Hutton, Trevor	20947	LE 425	PC 832 Firearms	.067
Hutton, Trevor	20740	LE 320	Basic Law Enforcement Academy	.059
Lehman-Moreno, Romni	22029	LE 330	Core Custody Academy	.020
Lopez, Joe	20836	LE 424	PC 832 Arrest	.133
Martinez, Alison	22029	LE 330	Core Custody Academy	.017
Martinez, Michael	20740	LE 320	Basic Law Enforcement Academy	.033
Millard, Bryan	20714	LE 351	Field Training Officer	.033
Miller, Steven	22029	LE 330	Core Custody Academy	.033
Olmstead, Brian	22029	LE 330	Core Custody Academy	.033
Purcell, Mark	22029	LE 330	Core Custody Academy	.033
Rauchhaus, Kristina	20740	LE 320	Basic Law Enforcement Academy	.015
Reyes, Geronimo	20947	LE 424	PC 832 Arrest	.067
Reyes, Geronimo	20836	LE 424	PC 832 Arrest	.042
Smith, Ryan	20740	LE 320	Basic Law Enforcement Academy	.017
Sullivan, Ryan	22029	LE 330	Core Custody Academy	.044
Waits, Jared	22029	LE 330	Core Custody Academy	.017

PART-TIME FACULTY ASSIGNMENTS - CREDIT
FALL 2018

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
			RECREATION	
LeSage, Paul	20922	REC 179A	Outdoor & Adventure Recreation	.050
			SOCIOLOGY	
Readey, Karen	20092	SOC 101	Intro to Sociology	.200

**FULL-TIME FACULTY ASSIGNMENTS - CREDIT
WINTER 2019**

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
		ACCOUNTING		
Darwin, Brent	30032	ACCT 130	Financial Accounting	.212
		ANTHROPOLOGY		
Stokes, Brian	30006	ANTH 101	Intro to Biological Anthropology	.212
Stokes, Brian	30007	ANTH 102	Intro to Cultural Anthropology	.212
		BUSINESS		
Bryant, Robert	30003	BUS 106	Small Business Management	.212
Comstock, Marie	30004	BUS 107	Human Relations in Business	.212
		COMPUTER SCIENCE		
Wagner, Michael	30005	CS 102	Intro to Computing with HTML	.212
		ECONOMICS		
Elliott, Herbert	30008	ECON 101	Principles of Macro-Economics	.212
Elliott, Herbert	30028	ECON 102	Principles of Micro-Economics	.212
		EMERGENCY MEDICAL SERVICES		
Roehl, Susan	30002	EMS 300	Intro to Emergency Medical Services	.067
Roehl, Susan	30036	EMS 306	CPR for Healthcare Providers	.033
		ENVIRONMENTAL HEALTH & SAFETY		
Treur, Kristy	30073	ENVT 150	HazMat General Site Worker	.157
		FILM		
Webb, Timothy	30046	FILM 101	Film Art & Communication	.272
		HEALTH EDUCATION		
Bates, Sheri	30021	HED 100	Health and Wellness	.212
		HISTORY		
Bierly, Gary	30011	HIST 101	World Civilizations to 1600	.212
Bierly, Gary	30013	HIST 102	World Civilizations Since 1500	.212
Hall, Roger	30022	HIST 107	US History to 1877	.212
Hall, Roger	30023	HIST 108	US History 1877 to Present	.212
		NURSING		
Bellrose, Joann	30068	NURS 416	Certified Home Health Aide	.200
Nelson, Mary	30068	NURS 416	Certified Home Health Aide	.100
		PERSONAL DEVELOPMENT		
English, Blake	30020	PD 115	Career Planning	.075
		POLITICAL SCIENCE		
Patrick, Frederic	30025	POLS 103	American Government	.212
Patrick, Frederic	30026	POLS 103	American Government	.212
		PSYCHOLOGY		
Haddad, Lubna	30015	PSY 101	General Psychology	.212
Haddad, Lubna	30016	PSY 118	Lifespan Development	.212

**PART-TIME FACULTY ASSIGNMENTS - CREDIT
WINTER 2019**

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
ART				
Thayer, Jill	30041	ART 101	Art Appreciation	.212
COMPUTER BUSINESS INFORMATION SYSTEMS				
Reinwald, Eileen	30018	CBIS 371	Introduction to Excel	.075
COMPUTER BUSINESS OFFICE TECHNOLOGY				
Reinwald, Eileen	30017	CBOT 100	Keyboarding	.075
Reinwald, Eileen	30061	CBOT 361	Intro to PowerPoint	.075
DENTAL ASSISTING				
Gisclon, Amy	30067	DA 330	Coronal Polish	.121
Gisclon, Amy	30069	DA 330	Coronal Polish	.088
Titus, Maureen	30067	DA 330	Coronal Polish	.088
Titus, Maureen	30069	DA 330	Coronal Polish	.088
GEOGRAPHY				
Chaudhari, Rajni	30019	GEOG 101	Physical Geography	.212
Chaudhari, Rajni	30035	GEOG 102	Human Geography	.212
HEALTH SERVICES				
Feld, Christine	ASSIGNED	Health	Health Services	.066
Redding- Stewart, Deborah	ASSIGNED	Health	Health Services	.014
Santa Cruz, Dalila	ASSIGNED	Health	Health Services	.014
Stagnolia, Beth	ASSIGNED	Health	Health Services	.028
LAW ENFORCEMENT				
Day, Alan	30070	LE 329	State Hospital Peace Officer	.059
Miller, Steven	30070	LE 329	State Hospital Peace Officer	.059
Perkins, Michael	30070	LE 329	State Hospital Peace Officer	.059
Purcell, Mark	30070	LE 329	State Hospital Peace Officer	.059
Reid, Robert	30070	LE 329	State Hospital Peace Officer	.059
MUSIC				
Becker, David	30063	MUS 106	World Music Appreciation	.212
PHILOSOPHY				
Tennberg, Chris	30024	PHIL 121	Religions of the Modern World	.212
WILDLAND FIRE TECHNOLOGY OPERATIONS				
Paige, Brandon	30075	WFTO 314	In Attack Incident Commander S-200	.144

**PART-TIME FACULTY ASSIGNMENTS - NONCREDIT
WINTER 2019**

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
		ADULT BASIC SKILLS		
Gonzalez, Carlos	30043	BASK 7005B	GED Test Preparation	.034
Suarez, Hedy	30043	BASK 7005B	GED Test Preparation	.034
		ENGLISH AS A SECOND LANGUAGE		
Elliott, Barbara	30047	BASK 7060T	ESL Instructional Lab	.071
Franklin, Suzanne	30047	BASK 7060T	ESL Instructional Lab	.071
		SHORT-TERM VOCATIONAL		
Gray, Cary	30044	VOCE 7502	Intro to Tax Preparation	.027

**FACULTY ASSIGNMENTS
FULL-TIME AND PART-TIME FACULTY – STIPENDS**

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
Bierly, Gary	Stipend for large class: Term 2, fall 2018. HIST 102, CRN 20018 linked with HUM 102, CRN 20042 had 86 students at census. \$410 per unit x 3 units= \$1,230 per faculty agreement 14.6.5 (10/15/18 - 12/8/18).	\$1,230.00
Camarena, Juan	Delivered EVOC Training via not-for-credit contract education (10/18/18 & 10/23/18).	\$984.96
Camarena, Juan	Delivered EVOC Training via not-for-credit contract education (9/29/18).	\$492.48
Chaudhari, Rajni	Stipend for large class: fall 2018, term 2 GEOG 101, CRN 20632 had 84 students at census. \$390 per unit x 3 units = \$1,170, per faculty agreement 12.14 (10/15/18 - 12/8/18).	\$1,170.00
Dal Bello, Dominic	Annual program update for mathematics program, spring 2018 semester. Agreed upon payment: per the faculty agreement, \$250 to be split with Derek Mitchem (February 2018 - April 2018).	\$125.00
Day, Alan	Deliver EVOC training for Rio Honda Academy via Not-for-Credit contract education (10/23/18 - 10/26/18).	\$2,046.40
Day, Alan	Deliver EVOC training for Rio Honda Academy via Not-for-Credit contract education (10/16/18 - 10-19-18).	\$2,046.40
Elliott, Herb	Annual program update for Economics program, spring 2018 semester. Agreed upon payment: per the faculty agreement, \$250 (4/2/18 - 5/28/18).	\$250.00
Gerber, Sonny	Deliver Perishable Skills Training via Not-for-Credit contract education (10/29/18).	\$280.85
Hammill, Marc	Deliver EVOC Training for Rio Hondo Academy via Not-for-Credit contract education (10/26/18).	\$529.84
Janatsch, Bruce	Fire control officer for Diablo Canyon Fire Department live burn training (10/24/18 & 11/1/18).	\$918.72
Kelly, Linda	Worked summer hours counseling and advising students (7/23/18 - 8/2/18).	\$1,590.40
Lopez, Joe	Deliver Perishable Skills Training via Not-for-Credit contract education (10/30/18).	\$536.96
Lopez, Joe	Deliver EVOC training for Rio Hondo Academy via Not-for-Credit contract education (10/25/18 - 10/26/18).	\$1,073.92
Miller, Steve	Deliver Perishable Skills Training via Not-for-Credit contract education (10/30/18).	\$511.60
Mitchem, Jon Derek	Annual program update for mathematics program, spring 2018 semester. Agreed upon payment: per the faculty agreement, \$250 to be split with Dom Dal Bello (February 2018 - April 2018).	\$125.00
Neumann, Tim	Deliver EVOC training for Rio Hondo Academy via Not-for-Credit contract education (10/23/18 - 10/26/18).	\$2,046.40
Olmstead, Brian	Deliver EVOC training for Rio Hondo Academy via Not-for-Credit contract education (10/16/18).	\$278.12
Perkins, Michael	Deliver Perishable Skills Training via Not-for-Credit contract education (11/28/18).	\$511.60
Perkins, Michael	Deliver Perishable Skills Training via Not-for-Credit contract education (10/29/18 - 10/30/18).	\$1,023.20

**FACULTY ASSIGNMENTS
FULL-TIME AND PART-TIME FACULTY – STIPENDS**

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
Purcell, Mark	Deliver Perishable Skills Training via Not-for-Credit contract education (10/30/18).	\$529.84
Reid, Robert	Deliver Perishable Skills Training via Not-for-Credit contract education (11/28/18 & 11/30/18).	\$968.80
Reid, Robert	Non-Instructional: Coordination and scheduling for Perishable Skills Program (not-for-credit) classes (11/29/18).	\$311.68
Reid, Robert	Deliver Perishable Skills Training via Not-for-Credit contract education (10/29/18 - 10/30/18).	\$968.80
Rivera, Maria	Maria is the lead PT ASL instructor and will be assisting with creating of ASL interview questions and participation in an ASL interview (11/2/18).	\$100.00
Rylant, Chuck	Deliver Perishable Skills Training via Not-for-Credit contract education (10/29/18).	\$556.24
Shay, Kevin	Fire control officer for Diablo Canyon FD live burn training (10/15/18).	\$469.68
Vega, Woodrow	Deliver Perishable Skills Training via Not-for-Credit contract education (10/30/18).	\$478.08
Vega, Woodrow	Deliver EVOC training for Rio Honda Academy via Not-for-Credit contract education (10/23/18).	\$478.08

**CONSENT ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	December 11, 2018
Subject: Appointment of Department Chair	Item Number: 12.D.
Strategic Goal: Goal SLS2: To support student access, achievement, and success.	Enclosures: Page 1 of 1

BACKGROUND

The following regular full-time faculty members are recommended by their department and the associate superintendent/vice president, academic affairs and superintendent/president, to serve as department chair for the specified term:

<u>NAME</u>	<u>DEPARTMENT</u>	<u>TERM OF OFFICE</u>
Susan Farley	English	Susan Farley was elected to serve a term of two years for academic years 2019-2020 and 2020-2021.
John Hood	Fine Arts	John Hood was elected to serve a term of three years for academic years 2019-2020, 2020-2021, and 2021-2022.
Thesa Roepke	Applied Behavioral Sciences	Thesa Roepke was elected to serve a term of two years for academic years 2019-2020 and 2020-2021.
Brian Stokes	Social and Behavioral Sciences	Brian Stokes was elected to serve a term of two years for academic years 2019-2020 and 2019-2020.

FISCAL IMPACT

The estimated cost to the unrestricted general fund is approximately \$114,222 for the 2019-2020 fiscal year, which will include department chair stipends, additional contract days, and backfill. Department chair stipends, additional contract days, and backfill for reassigned time for various departments are budgeted for each fiscal year.

RECOMMENDATION

Staff recommends that the board of trustees approve the department chair appointments of Susan Farley, English, John Hood, Fine Arts, Thesa Roepke, Applied Behavioral Sciences, and Brian Stokes, Social and Behavioral Sciences, for the terms stated.

Administrator Initiating Item: Robert Curry	Final Disposition:
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CONSENT ITEM

To: Board of Trustees	Date: December 11, 2018
From: Superintendent/President	
Subject: Community Services (Fee-Based) Education Courses	Item Number: 12.E.
Strategic Goal: Goal IE1: To identify the institutional capacity to fulfill the college mission	Enclosures: Page 1 of 3

BACKGROUND

The following pages list the proposed community services and College for Kids (fee-based) classes for spring 2019.

FISCAL IMPACT

There is no fiscal impact to the district. Fees collected from students support these classes.

RECOMMENDATION

Staff recommends that the board of trustees approve the proposed community services (fee-based) classes for spring 2019.

Administrator Initiating Item: Robert Curry	Final Disposition:
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COMMUNITY SERVICES
(FEE-BASED) EDUCATION CLASSES
SPRING 2019

Date	Class	Instructor	Fee
1/22-5/15	CFK Beginning Ballet I Ages: 6-12	Madison Yolar-Groppetti	\$240
1/22-5/15	CFK Beginning Ballet II Ages: 7-13	Courtney Grimnes	\$240
1/22-5/15	CFK Intermediate Ballet I Ages: 8-18	Courtney Grimnes	\$240
1/22-5/15	CFK Intermediate Ballet II Ages: 10-18	Courtney Grimnes	\$256
1/22-5/15	CFK Intermediate/Advanced Ballet Ages: 12-18	Courtney Grimnes	\$320
1/22-5/15	CFK Beginning Pointe Ages: 12-18	Courtney Grimnes	\$128
1/22-5/15	CFK Intermediate Pointe Ages: 12-18	Courtney Grimnes	\$128
1/22-5/15	CFK Advanced Ballet/Pointe Ages: 12-18	Courtney Grimnes	\$384
1/22-5/15	CFK Beginning Tap Ages: 6-12	Madison Yolar-Groppetti	\$120
1/22-5/15	CFK Introduction to Ballet Ages: 4-5	Madison Yolar-Groppetti	\$90
1/22-5/15	CFK Introduction to Hip-Hop & Jazz Funk Ages: 4-5	Cecelia Andrade	\$90
1/22-5/15	CFK Beginning/Intermediate Ballet Folklorico Ages: 6-9	Marlene Vega	\$112
1/22-5/15	CFK Beginning/Intermediate Ballet Folklorico Ages: 10-15	Marlene Vega	\$112
1/22-5/15	CFK Beginning Hip-Hop/Jazz Ages: 6-14	Cecelia Andrade	\$256
1/22-5/15	CFK Intermediate/Advanced Contemporary Dance Ages: 11-18	Madison Yolar-Groppetti	\$240
1/22-5/15	CFK Magical Moments Production Ages: 6-18	Courtney Grimnes	\$55
1/22-5/15	CFK Youth Dance Company Ages: 12-18	Courtney Grimnes	\$110
1/22-5/15	CFK Intermediate Tap Ages: 10-18	Madison Yolar-Groppetti	\$120
1/22-5/15	CFK Intermediate Hip-Hop & Jazz Ages: 10-14	Cecelia Andrade	\$240
1/22-5/15	CFK Advanced Hip-Hop & Jazz Ages 14-18	Cecelia Andrade	\$256
1/22-5/15	CFK Strength & Endurance for Dance Ages: 10-18	Cecelia Andrade	\$120
1/26-3/16	CFK Beginning Tennis Ages: 7-17	Patrick Ortiz	\$42
3/30-5/18	CFK Beginning Tennis Ages: 7-17	Patrick Ortiz	\$48
1/22-3/15	Aqua Fitness	Kellie Claverie	\$32
1/22-5/22	Football Techniques Ages: 16+	Kristopher Dutra	\$20
1/22-5/22	Physical Fitness Lab	Kristopher Dutra	\$46
1/22-5/22	Sports Techniques Ages: 16+	Staff	\$20
1/22-5/22	Swim Lab	Chris Stevens	\$46
1/22-5/22	Symphonic Band	Garson Olivieri	\$20
1/23-3/13	Beginning Yoga	Shandy Mann	\$32
1/23-3/13	Introduction to Chinese Language/Culture	Yang Aanderaa	\$96
1/25-3/15	Beginning Tai Chi	Shandy Mann	\$28
1/25-3/15	Beginning Yoga	Shandy Mann	\$28
2/2-3/2	Introduction to Beekeeping	John Hupp	\$72
3/9	Auto Wholesale Dealer	Ronald Williams	\$89
3/9-4/6	Intermediate Beekeeping	John Hupp	\$72

**COMMUNITY SERVICES
(FEE-BASED) EDUCATION CLASSES
SPRING 2019**

Date	Class	Instructor	Fee
3/11-4/8	Awaking the Consciousness	John Hupp	\$48
3/18-3/22	BAR Smog Update Training	Richard Leonard	\$250
3/25-5/18	Aqua Fitness	Kellie Claverie	\$32
3/28	Loan Signing Specialist	Masters Notary Academy	\$36
3/30	Become a CA Notary Public	Masters Notary Academy	\$65

CONSENT ITEM

To: Board of Trustees	Date:
From: Superintendent/President	December 11, 2018
Subject: Second Reading: New Board Policy 3900, Speech; Time, Place, Manner	Item Number: 12.F.
Strategic Goal: Goal SLS2: To support student access, achievement, and success.	Enclosures: Page 1 of 2

BACKGROUND

New board policy 3900, Speech; Time, Place, Manner, is legally required. Students and members of the public shall be free to exercise their rights of free expression, subject to the requirements of this policy. The new board policy is recommended by the California Community College League's Policy and Procedure Services and has been vetted through the shared governance process.

New board policy 3900, Speech; Time, Place, Manner, was submitted for the board's review on November 13, 2018. It is being presented to the board of trustees for adoption.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees adopt new board policy 3900, Speech; Time, Place, Manner, as presented.

Administrator Initiating Item: Robert Curry	Final Disposition:
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**Allan Hancock Joint Community College District
Board Policy
Chapter 4 – Academic Affairs**

BP 3900 SPEECH; TIME, PLACE, MANNER

Students and members of the public shall be free to exercise their rights of free expression, subject to the requirements of this policy.

The college is a non-public forum, except for those areas that are designated public forums available for the exercise of expression by students and members of the public. The Superintendent/President shall enact such administrative procedures as are necessary to reasonably regulate the time, place, and manner of the exercise of free expression in the designated public forums.

The administrative procedures promulgated by the Superintendent/President shall not prohibit the right of students to exercise free expression, including but not limited to the use of bulletin boards, the distribution of printed materials or petitions, and the wearing of buttons, badges, or other insignia.

Speech shall be prohibited that is defamatory, obscene according to current legal standards, or which so incites others as to create a clear and present danger of the commission of unlawful acts on District property or the violation of District policies or procedures, or the substantial disruption of the orderly operation of the District.

Nothing in this policy shall prohibit the regulation of hate violence directed at students in a manner that denies their full participation in the educational process so long as the regulation conforms to the requirements of the First Amendment to the United States Constitution, and of Section 2 of Article 1 of the California Constitution. Students may be disciplined for harassment, threats, or intimidation unless such speech is constitutionally protected.

References: Education Code Sections 76120 and 66301

Adopted:

(This is a new policy)

CONSENT ITEM

To:	Board of Trustees	Date:	December 11, 2018
From:	Superintendent/President		
Subject:	Second Reading: Revised Board Policy 4020, Program, Curriculum, and Course Development	Item Number:	12.G.
Strategic Goal:	Goal SLS2: To support student access, achievement, and success.	Enclosures:	Page 1 of 3

BACKGROUND

Revised board policy 4020, Program, Curriculum, and Course Development, is legally required. The programs and curricula of the district shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the board of trustees delegates to the Academic Senate through its Curriculum Committee the authority to establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance. The revised board policy is recommended by the California Community College League's Policy and Procedure Services and has been vetted through the shared governance process.

Revised board policy 4020, Program, Curriculum, and Course Development, was submitted for the board's review on November 13, 2018. It is being presented to the board of trustees for adoption.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees adopt revised board policy 4020, Program, Curriculum, and Course Development, as presented.

Administrator Initiating Item: Robert Curry	Final Disposition:
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**Allan Hancock Joint Community College District
Board Policy
Chapter 4 – Academic Affairs**

BP 4020 PROGRAM, CURRICULUM, AND COURSE DEVELOPMENT

The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the Board of Trustees delegates to the Academic Senate through its Curriculum Committee the authority to establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance.

Furthermore, these procedures shall include:

- appropriate involvement of the faculty and Academic Senate in all processes;
- regular review and justification of programs and course descriptions;
- opportunities for training for persons involved in aspects of curriculum development;
- Consideration of job market and other related information for vocational and occupational programs.

The chief agency for the coordination of curriculum changes is the Academic Policy and Planning Committee, a standing committee of the Academic Senate. This committee involves itself in those areas where curriculum is of prime importance.

All new programs and program deletions shall be approved by the Board.

All new programs shall be submitted to the California Community Colleges Chancellors Office for approval as required.

Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board. Non-degree-applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board.

Credit Hour

Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a “credit hour” program or a “clock hour” program.

The District shall establish procedures which prescribe the definition of “credit hour” consistent with applicable federal regulations, as they apply to community college districts.

The District shall establish procedures to assure that curriculum at the District complies with the definition of “credit hour” or “clock hour”, where applicable. The District shall also establish procedures for using clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

References: Education Code Sections 70901(b), 70902(b), and 78016;
Title 5 Sections 51000, 51022, 55100, 55130, and 55150;
U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended;
34 Code of Federal Regulations Sections 600.2, 602.24, 603.24, and 668.8;
Accreditation Standards II.A and II.A.9.

Adopted: 4/17/01

Revised: 5/9/17



CONSENT ITEM

To: Board of Trustees	Date:
From: Superintendent/President	December 11, 2018
Subject: Short-Term/On-Call, Substitute, and Professional Expert Appointments Exempt from Classified Service	Item Number: 12.H.
Strategic Goal: Goal IR1: To recruit and retain quality employees.	Enclosures: Page 1 of 3

BACKGROUND

The college hires substitutes, short-term/on-call employees, substitute and professional experts exempt from classified service per Education Code Section 88003. The following appointments are contingent upon availability of funding and the ending date could change based on district need.

Substitute:

<u>Name</u>	<u>Position Title</u>	<u>Dates</u>	<u>Duties/Responsibilities</u>	<u>Hourly Rate</u>
Smith, Vickey	Coordinator, Community Education	1/1/19 – 5/31/19	Substitute to fill vacancy up to 100 days	\$31.08

(Continued)

FISCAL IMPACT

Assignment for the 2018-2019 fiscal year is included in the 2018-2019 fiscal year budget.

RECOMMENDATION

Staff recommends that the board of trustees approve the substitute, short-term and professional expert appointments exempt from classified service as presented.

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
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Revisions/Additions**Short-Term:**

<u>Name</u>	<u>Position Title</u>	<u>Dates</u>	<u>Duties/Responsibilities</u>	<u>Hourly Rate</u>
Perez, Kenia	Program Assistant V	1/2/19 – 6/30/19	Assist with process, procedures and building jobs in Banner for student workers	\$25.00
Regalado, Sarina	Program Assistant V	1/14/19 – 5/24/19	Provide temporary classroom coverage in the Children's Center	\$25.00
Rivera, Danielle	Program Technician	1/2/19 – 6/30/19	Substitute while employee is on temporary assignment, public safety	\$19.57

Professional Expert:

<u>Name</u>	<u>Position Title</u>	<u>Dates</u>	<u>Duties/Responsibilities</u>	<u>Hourly Rate</u>
Eaton, Kimberly	Program Assistant VI	1/12/19 – 5/31/19	Costumer for Dance Spectrum 2019 and Folkloric concert, fine arts	\$35.00

Substitutes:

<u>Name</u>	<u>Position Title</u>	<u>Dates</u>	<u>Duties/Responsibilities</u>	<u>Hourly Rate</u>
Alcantar, Nancy Uvias	Community Education Technician	1/2/19 – 6/30/19	Substitute to fill position vacancies up to 100 days, community education	\$20.69
Campos, Eric	Equipment Attendant/Custodian	1/2/19 – 1/31/19	Substitute to fill vacancy due to employee retirement up to 100 days, kinesiology, recreation & athletics	\$18.28
Ortega, Lauren	Laboratory Assistant, Writing Center	1/2/19 – 6/30/19	Substitute for vacancy due to employees on leave up to 100 days, learning resources	\$17.08

Short-Term/On-Call:**EMS, Fire, Law Enforcement Programs**

Police and Fire Academy tactical officers, program assistants, and program specialists are limited in the number of days they are eligible to work. The number of hours is limited by the budget for the program—one tactical officer may work a 40-hour workshop in 5 days, but another may work in a one-hour session on 40 different days. The academy needs flexibility to schedule tactical officers as they are available; for instance, if a fire officer is scheduled to work in a class on a certain day but is called to fight a fire that day, another officer is called to fill in. There is no way to accurately predict how many hours each officer may work during the academic year. The total available budget for tactical officers, divided by the hourly rate, is the maximum number of hours which can be worked by the entire group of tactical officers.

(Continued)

Fire, Safety and EMS,**Law Enforcement Programs:**

<u>Positions:</u>	<u>Hrly Rate</u>	<u>Max Hrs</u>	<u>Max Days</u>
Instructional Aide I	\$11.03	Not more than 40 hours/weekly and/or 999 hours fiscally	170 days within the Fiscal Year
Instructional Aide II	\$14.00		
Instructional Aide III	\$15.59		
Instructional Aide IV	\$18.81		
Instructional Aide V	\$25.00		
Instructional Aide VI	\$35.00		

On-Call: Program Assistant I, III, IV, V, and VI:

<u>Name</u>	<u>Position Title</u>	<u>Dates</u>	<u>Duties/Responsibilities</u>
Segal, Jacob	Instructional Aide III	1/21/19 – 6/30/19	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs

**CONSENT ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	December 11, 2018
Subject: Appointments, Transfers, and Promotions of Classified Service Employees	Item Number: 12.I.
Strategic Goal: Goal SLS2: To support student access, achievement, and success.	Enclosures: Page 1 of 1

BACKGROUND

The following personnel action is recommended:

APPOINTMENT

Lisa Dolan, laboratory assistant, tutorial/open access computer lab (OACL), learning resources, part time, 10 months, 16 hours weekly, range 13-A (prorated at .4324), classified bargaining unit salary schedule 55, effective January 7, 2019.

Reason: Ms. Dolan replaces Michele Brandenburg, who resigned, effective September 14, 2018.

FISCAL IMPACT

The cost to the unrestricted general fund is approximately \$6,061 for the 2018-2019 fiscal year and is included in the 2018-2019 fiscal year budget.

RECOMMENDATION

Staff recommends that the board of trustees approve the appointment of Lisa Dolan, laboratory assistant, tutorial/open access computer lab (OACL), learning resources, effective January 7, 2019.

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
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**CONSENT ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	December 11, 2018
Subject: Out-of-Classification Assignments of Classified Service Employees	Item Number: 12.J.
Strategic Goal: Goal IR1: To recruit and retain quality employees.	Enclosures: Page 1 of 2

BACKGROUND

The following personnel actions are recommended:

1. Lilian Ojeda, FROM EOPS specialist, Extended Opportunity Program and Services (EOPS), full time, 12 months, 37 hours weekly, range 19-E, classified bargaining unit salary schedule 55 TO EOPS specialist, Extended Opportunity Program and Services (EOPS), full time, 12 months, 37 hours weekly, range 19-E plus five (5) percent, classified bargaining unit salary schedule 55, retroactive to July 1, 2018 through September 30, 2018.

Reason: Ms. Ojeda was performing duties outside of her job description due to the vacancy of the director, EOPS position.

FISCAL IMPACT

1. The cost to the unrestricted general fund is approximately \$33 (4 percent), the cost to Cooperative Agencies Resources for Education (CARE) is approximately \$198 (24 percent) and the cost to Extended Opportunity Program and Services (EOPS) is approximately \$593 (72 percent) for a total cost of approximately \$824 for the 2018-2019 fiscal year.
2. The cost to the unrestricted general fund is approximately \$7,407 for the 2018-2019 fiscal year.
3. The cost to the unrestricted general fund is approximately \$4,526 for the 2018-2019 fiscal year.
4. The cost to the unrestricted general fund is approximately \$19,537 for the 2018-2019 fiscal year.
5. The cost to the unrestricted general fund is approximately \$1,628 for the 2018-2019 fiscal year.

These costs are included in the 2018-2019 fiscal year budget.

(Continued)

RECOMMENDATION

Staff recommends that the board of trustees approve the out-of-classification assignments of Lilian Ojeda, EOPS specialist, Extended Opportunity Program and Services (EOPS), retroactive to July 1, 2018 through September 30, 2018; Rhiannon Baldwin, human resources assistant, human resources, effective January 1, 2019 through June 30, 2019, or earlier per district need; and Raul Aldama, financial aid specialist, financial aid, effective January 1, 2019 through June 28, 2019 or earlier per district need; and approve the out-of-classification out of bargaining unit assignments of Sandra Rodin, purchasing supervisor, business services, retroactive to September 25, 2018 through November 26, 2018; and Celestina Middleton, interim coordinator, employee relations/classifications, human resources, effective January 1, 2019 through June 30, 2019, or earlier per district need.

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
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2. Sandra Rodin, FROM purchasing technician, business services, full time, 12 months, 37 hours weekly, range 20-E, classified bargaining unit salary schedule 55 TO purchasing supervisor, business services, full time, 12 months, 40 hours weekly, range 3-A, supervisory/confidential salary schedule 40, retroactive to September 25, 2018 through November 26, 2018.

Reason: Ms. Rodin was reported at the November 13, 2018 board meeting as out-of-class which is being revised to out-of-class and out of bargaining unit. She has been performing the duties of the purchasing supervisor while an employee is on leave.

3. Rhiannon Baldwin, FROM program technician, public safety department, full time, 12 months, 37 hours weekly, range 17-B, classified bargaining unit salary schedule 55 TO human resources assistant, human resources, full time, 12 months, 37 hours weekly, range 25-A, classified bargaining unit salary schedule 55, effective January 1, 2019 through June 30, 2019, or earlier per district need.

Reason: This is a continuation of the out-of-classification assignment approved at the regular board of trustees meeting on July 10, 2018. Ms. Baldwin continues to replace an employee who is working out-of-class on a temporary assignment. Ms. Baldwin will return to her regular assignment effective July 1, 2019, or earlier per district need.

4. Celestina Middleton, FROM human resources assistant, human resources, full time, 12 months, 37 hours weekly, range 25-D, classified bargaining unit salary schedule 55 TO interim coordinator, employee relations/classifications, human resources, full time, 12 months, 40 hours weekly, range 4-A, supervisory/confidential employees salary schedule, effective January 1, 2019 through June 30, 2019, or earlier per district need.

Reason: This is a continuation of the out-of-classification out of bargaining unit assignment approved at the regular board of trustees meeting on July 10, 2018. Ms. Middleton continues to perform duties outside of her job description assisting with the Banner implementation project. Ms. Middleton will return to her regular assignment effective July 1, 2019, or earlier per district need.

5. Raul Aldama, FROM financial aid specialist, financial aid, full time, 12 months, 37 hours weekly, range 21-E, classified bargaining unit salary schedule 55 TO financial aid specialist, financial aid, full time, 12 months, 37 hours weekly, range 21-E plus five (5) percent, classified bargaining unit salary schedule, effective January 1, 2019 through June 30, 2019, or earlier per district need.

Reason: Mr. Aldama is performing duties outside of his job description assuming duties of Academic Works from the AHC Foundation. Mr. Aldama will return to his regular assignment effective July 1, 2019.

CONSENT ITEM

To: Board of Trustees	Date:
From: Superintendent/President	December 11, 2018
Subject: Appointment of Management Employee	Item Number: 12.K.
Strategic Goal: Goal IR2: To develop district financial resources adequate to support quality programs and services.	Enclosures: Page 1 of 1

BACKGROUND

The following personnel action is recommended:

Appointment

Lee Anne McNulty, Ed.D. director, institutional grants, full time, 12 months, range 13-B, management salary schedule, effective January 1, 2019.

Reason: Dr. McNulty fills the vacancy of Leana Bowman, who resigned, effective September 28, 2018.

Dr. McNulty earned a Master of Arts degree at San Francisco State University, San Francisco, California; and she earned a Doctor of Education (Ed.D.) in Organizational Leadership at University of La Verne, La Verne, California. She has been the California Career Technical Education Incentive Grant (CTEIG) Grant Coordinator/Grant Writer at Santa Maria Joint Union High School District, Santa Maria, California from August 2009 to present; she was the Career and Technical Education (CTE) Tech Prep Grant Coordinator at Allan Hancock College from January 2006 to June 2009; she was a part-time instructor in research, education, and sociology at Brandman University, Santa Maria, California; and she was a part-time instructor in sociology, psychology, and art at Allan Hancock College from June 2004 to June 2008.

FISCAL IMPACT

The cost to the unrestricted general fund is approximately \$69,947 for the 2018-2019 fiscal year and is included in the 2018-2019 fiscal year budget.

RECOMMENDATION

Staff recommends that the board of trustees approve the classified management appointment of Lee Anne McNulty, Ed.D., director, institutional grants, effective January 1, 2019.

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
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**CONSENT ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	December 11, 2018
Subject: Coaching Appointments and Stipends	Item Number: 12.L.
Strategic Goal: Goal SLS2: To support student access, achievement, and success.	Enclosures: Page 1 of 1

BACKGROUND

The following personnel action for coaching appointments and stipends is recommended. The college reserves the right to cancel any coaching appointment or to reassign the area of service.

Coaching Appointments and Stipends**Assistant Coaches:**

The coaching appointment for the period of December 12, 2018 through February 28, 2019, or earlier per district need.

Reizebos, Devin Basketball (W) \$3,000

The coaching appointment for the period of December 12, 2018 through May 31, 2019, or earlier per district need.

Fermin, Amaury Basketball (M) \$1,500 (additional)

The coaching appointment for the period of January 22, 2019 through May 31, 2019, or earlier per district need.

DePalma-Steed, Bridgette Swimming (W) \$500

FISCAL IMPACT

The cost to the unrestricted general fund is approximately \$5,875 for the 2018-2019 fiscal year and is included in the 2018-2019 fiscal year budget.

RECOMMENDATION

Staff recommends that the board of trustees approve the coaching appointments and stipends as presented, or earlier per district need.

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
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**CONSENT ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	December 11, 2018
Subject: New and/or Revised Classified Bargaining Unit Job Descriptions	Item Number: 12.M.
Strategic Goal: Goal IR1: To recruit and retain quality employees.	Enclosures: Page 1 of 12

BACKGROUND

After review by the appropriate administrators, the director of human resources, and CSEA, the following revised and new classified bargaining unit job descriptions are recommended for approval:

REVISED

Instructional Assistant – Welding
Replaces: Instructional Assistant – Welding

Technical – Range 20
Technical – Range 20

Financial Aid Analyst
Replaces: Financial Aid Analyst

Technical – Range 26
Technical – Range 26

NEW

Career Readiness Specialist – Business Partnerships

Technical – Range 26

Career Readiness Specialist – Cooperative Work Experience

Technical – Range 26

FISCAL IMPACT

To be determined when the positions are filled.

RECOMMENDATION

A recommendation that the board of trustees approve the revised classified bargaining unit job descriptions instructional assistant – welding; and financial aid analyst; and approve the new classified bargaining unit job descriptions career readiness specialist – business partnerships; and career readiness specialist – cooperative work experience, as presented.

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
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REVISED**INSTRUCTIONAL ASSISTANT-WELDING****DEFINITION**

Under supervision of the Dean, Academic Affairs plans and organizes a wide range of instructional assistance activities in the Welding Technology program; values and promotes the mission and vision of the college-

CLASS CHARACTERISTICS

Under minimal supervision, the incumbent performs a wide range of responsible instructional support and clerical duties related to the operation of the Welding Program. The incumbent in this position assists Welding Technology instructors with general program operations and administration and may perform assigned instructional development tasks.

ESSENTIAL FUNCTIONS

1. Assists Welding Technology Department instructors in the preparation of materials and equipment used in class demonstrations.
2. Maintains gas storage area by ensuring proper labeling, rotating of cylinders, acceptance of new gas containers and return of empty gas cylinders and proper locking procedures and maintains proper storage of the inside lab and outside storage areas.
3. Tracks inventory and orders replacement gases using proper purchase order procedures.
4. Issues and receives supplies, materials, and equipment for student use in laboratory and classroom assignments; keeps records and processes the return of supplies and equipment.
5. Ensures working condition of equipment relating to safety and operations and initiates repair, as needed.
6. Provides instructors with information relative to student attendance.
7. Assists faculty and students in maintaining a clean and orderly learning environment to ensure the health and safety of students; assists in cleaning the classroom and class supplies and equipment.
8. Assists instructors in maintaining record keeping for materials, projects, and attendance.
9. Performs general clerical duties in support of the classroom laboratory.
10. Assists in maintaining a clean and orderly learning environment to ensure the health and safety of students; assists in cleaning the classroom and class supplies and equipment.
11. Prepare and maintain accurate records and reports.
12. Perform other related ~~duties~~ functions as assigned.

MINIMUM QUALIFICATIONS**Knowledge of:**

- Principals of welding processes;
- Welding tools and equipment;
- Proper procedures and practices in the use of lab tools and equipment;
- Health and safety practices and precautions applicable to welding shop areas;
- ~~Capabilities of e~~Computer systems, software and hardware common to instructional shop areas;

- Correct English usage, spelling, grammar and punctuation;
- Principles of recordkeeping;
- Business correspondence and report writing.

Demonstrated Ability to:

- Work with a high degree of independence and initiative;
- Understand and carry out oral and written directions;
- Learn, interpret, and apply department policies and procedures with sound judgment.

Education and Experience:

Equivalent to an associate's degree from an accredited college or university with major coursework in education, welding technology or a related field OR graduation from high school or its equivalent AND two years of full-time paid experience in manufacturing/production fields with experience in welding.

Licenses and other requirements:

- Must take required safety courses as outlined in the Injury Illness Prevention Program and Forklift Truck tests as required by the college.
- Ability to be insured by the District's carrier for operation of district motor vehicles, ~~if needed.~~

Working Conditions:

- Duties will be performed in an indoor and outdoor environment.
- Exposure to electrical energy, noise, dust, grease, potentially hazardous chemicals, waste and infectious materials.
- Work with machinery; maintaining physical condition necessary for heavy or moderate lifting, bending, stooping, kneeling, crawling, standing, sitting or walking for prolonged periods of time.
- Operating motorized equipment and vehicles.
- The incumbent will experience interruptions while performing normal duties during the regular workday.
- The incumbent will have contact, in person, by email, or on the telephone with staff and the general public.

Physical Demands:

- Typically may stand or sit for extended periods of time.
- Operates a computer.
- Communicates over the telephone, by email, and in person.
- Regularly lifts, carries and/or moves objects weighing up to 50 pounds.

Special Qualification:

Evidence of a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and to staff and students with disabilities.

REVISED
FINANCIAL AID ANALYST

DEFINITION

Under general supervision of the Director, Financial Aid, ~~to~~ performs a variety of complex and technical duties processing financial aid applications and awarding and monitoring multiple financial aid programs; advising and educating students, staff, and the general public in matters related to applications and eligibility; and values and promotes the mission and vision of the college.

CLASS CHARACTERISTICS

The incumbent performs technical work with a high degree of accuracy in the planning, organizing, and carrying out of multiple student financial aid programs with a considerable degree of independence thereby relieving the supervisor of a wide range of routine program administration. The incumbent is required to have an operational knowledge of federal and state regulations and guidelines to ensure program compliance and to support student learning outcomes and institutional effectiveness.

ESSENTIAL FUNCTIONS:

1. Maintains current knowledge of federal, state and institutional guidelines/regulations related to multiple financial aid and Veteran's programs and interprets and applies these regulations to determine eligibility and to maintain program integrity.
2. Assists, advises, and educates students and parents in completing applications and forms and understanding available sources of assistance including federal and state aid, Veterans Education Benefits, and scholarships.
3. Analyzes financial aid applications and determines eligibility for multiple programs and level of financial assistance.
4. Verifies financial and household information reported on students' applications and resolves all resulting conflicts utilizing resources including, but not limited to, Federal and state student aid regulations, Federal IRS tax publications, Federal tax return transcripts and W-2 forms.
5. Verifies other eligibility criteria reported on students' applications and resolves resulting conflicts utilizing resources including, but not limited to, documents from the U.S. Department of Homeland Security, the Selective Service System, the court system, and Social Service agencies.
6. Evaluates transcripts, student education plans, and student academic history to determine year in college, unusual enrollment history and prior financial aid history that may affect students' continuing or remaining eligibility.

7. Applies financial aid policy to determine satisfactory academic progress utilizing students' transcripts and academic history.
8. Ensures data fields in the financial aid delivery system are set accordingly to calculate eligibility for multiple programs and executes the process to calculate and post student awards.
9. Explains financial aid awards, retaining eligibility, loan responsibility, and repayment obligations to students.
10. Advises students in personal budgeting.
11. Provides data for preparation of state, federal, and local reports.
12. Prepares correspondence, forms, and award notifications.
13. Assists with the development and implementation of internal policies and procedures related to processing financial aid applications and monitoring eligibility.
14. Discretionary ability to determine exceptions to policy or eligibility formulas for students with exceptional circumstances.
15. Assists with planning and conducting financial aid workshops, outreach programs and scholarship events.
16. Attends conferences, meetings, and workshops to remain current with ongoing changes to Federal and state regulations.
17. Performs other related duties and responsibilities as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Correct English usage, spelling, grammar, and punctuation;
- Written business communications;
- Socioeconomic conditions of area residents;
- Federal, state, and local student financial aid programs;
- Public and human relations techniques.

Demonstrated Ability to:

- Learn, interpret, and apply financial aid regulations, policies, guidelines, and procedures;
- Multitask and adapt to changing tasks, workflows, and project expectations;
- Plan, organize, and prioritize work in order to meet frequent and changing deadlines;
- Analyze student financial aid needs;
- Assist and advise students;
- Make arithmetical computations quickly and accurately;
- Operate a computer with speed and accuracy;
- Work with minimum supervision;
- Understand and carry out oral and written directions.

Education and Experience:

Possession of an ~~associate's~~ ~~bachelor's~~ degree or higher from an accredited ~~university or college~~ with a major in psychology, sociology, public relations, financial services or related fields and two years of increasingly responsible experience in student financial aid or areas related to financial aid or any equivalent combination of training and experience.

Working Conditions:

- Duties are primarily performed in an office environment, at a desk or at a computer.
- The incumbent will experience interruptions while performing normal duties during the regular workday.
- The incumbent will have frequent contact, in person, via email, and by telephone, with staff, students, and the general public.

Physical Demands:

- May sit for extended periods of time.
- Operates a computer and software programs.
- Communicates over the telephone, via email, and in person.
- Ability to lift, carry, and/or move objects weighing up to 10 pounds.

Special Qualification:

A sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and to staff and students with disabilities.

R 10/18

R 7/16

R 9/12

7/92

NEW
CAREER READINESS SPECIALIST: BUSINESS PARTNERSHIPS

DEFINITION:

Under the supervision of the appropriate student services administrator, the incumbent is responsible for a variety of outreach, clerical, technical, and student services related activities to establish a clear and defined career pathway for students from enrollment in college courses to internships and employment with local business establishments; values and promotes the mission and vision of the college

CLASS CHARACTERISTICS

Under minimal supervision, the incumbent will perform a variety of outreach, preparatory work and planning requiring considerable judgment in the interpretation and application of policy and procedures. Public contact is extensive and requires a close working relationship with faculty, staff, administration, students, and local businesses; requiring sound judgement, tact, and excellent communication skills.

ESSENTIAL FUNCTIONS:

1. Schedules events and conducts participant outreach, tracks program data, and prepares reports for program monitoring and compliance.
2. Coordinates student placement into areas such as employment, work-study, internships, work experience, vocational course work, supervised tutorial support, and professional service contracts.
3. Monitors student progress and program compliance; prepares reports of participant status for review by appropriate district, county, or state staff.
4. Serves as a liaison to local employers, related public service agencies, and internal and external support offices in relation to student participation in a variety of college, federal, state, and grant funded programs.
5. Participates in the identification, intake, and placement of program participant referrals.
6. Develops training materials for professional development related to job readiness, job placement, work requirement experiences, placement techniques, collecting and using labor market information.
7. Assists in the orientation of program participants in understanding program requirements and making a successful transition to the college and work environment.
8. Coordinates outreach and recruitment initiatives with appropriate entities in order to enroll the required number of participants.
9. Coordinates with the various job and career centers or business sectors to recruit and intake eligible clients; organize the recruitment, selection, enrollment, placement and the on-going support of clients or students.
10. Assists students in finding unsubsidized employment and, when required, tracks participants to ensure long-term sustainability; networks and coordinates with county and state resources and local businesses regarding employment opportunities and placement activities.
11. Coordinates the transition of clients or students to self-sufficiency through employment training and personalized support to overcome academic and employment barriers.

12. Networks and coordinates with county and state resources and local businesses regarding employment opportunities and placement activities.
13. Conducts and/or organizes specialized student or faculty workshops on training for job readiness skills and academic success, such as interviewing techniques, resume writing, test taking skills, and study techniques.
14. Supervises the review, collection, and analysis of participant data to used for reporting purposes to state and federal funding agencies, local collaborative agencies, and college constituency groups.
15. Monitors project budgets and prepare expenditures for approval.
16. Represents the college at meetings with various partners in the program or grant projects; serves on college committees as assigned.
17. Assists with the development of an evaluation process for project implementation, operation, and participant outcomes of project efforts.
18. Assists with CTSO advising and coordination
19. Performs other related functions as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- The importance of the mission and philosophy of community college;
- Principles of good customer service;
- Excellent communication skills;
- Office management techniques and organizational skills with emphasis on records management;
- Job development and placement practices;
- Written business communications including word/information processing applications and production;
- Group presentation practices and techniques;
- Correct English usage, spelling, grammar, and punctuation;
- Electronic data storage and management systems for file records;
- Working with diverse adult learning styles;
- Needs of underrepresented/special populations.

Demonstrated Ability To:

- Maintain professional integrity, confidentiality, respect, and other ethical standards;
- Actively listen and understand the needs of students;
- Plan, organize, and complete assigned work independently and within established time deadlines;
- Understand and carry out oral and written directions;
- Organize workload and establish priorities with attention to detail and accuracy;
- Learn and interpret specific rules, law, and policies and apply them with good judgment in a variety of procedural situations;
- Operate a computer and perform clerical and technical work with accuracy and speed;
- Establish and maintain office records and files;
- Compose and proofread correspondence independently;
- Handle confidential student information with tact, discretion and in compliance with FERPA regulations.

Licenses and Certificates Required:

Possession of a valid and appropriate California driver's license.

Education and Experience

Bachelor's degree in a related field with coursework in business, political sciences, career counseling, psychology, sociology, social work, or human resources preferred OR 5 years professional work experience in job placement, career services, or business outreach, OR any equivalent combination of training and experience.

Working Conditions:

- Duties are performed primarily in an office environment, at a desk or computer.
- The assignment may regularly include a flexible workweek, including late afternoon and evening hours and weekend assignments at various locations.
- Daily interaction and meetings with AHC Faculty, students and employers.
- Work requires travel to other offices or locations to attend meetings or conduct work.

Physical Demands:

- May typically sit for extended periods of time.
- Operates a computer.
- Communicates over telephone, by email, and in person.
- Regularly lifts, carries and/or move objects weighing up to 10 pounds.

Special Qualification:

A sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and to staff and students with disabilities.

NEW
CAREER READINESS SPECIALIST: COOPERATIVE WORK EXPERIENCE

DEFINITION:

Under supervision of the appropriate student services administrator, the incumbent helps to plan, organize, develop, and implement the coordination of Cooperative Work Experience Internships program while valuing and promoting the mission and vision of the college.

CLASS CHARACTERISTICS:

Under minimal supervision, the incumbent performs technical duties with a considerable degree of independence and has a high frequency of contact with CTE and general education students, business and industry, college staff and administrators, and the general public.

ESSENTIAL FUNCTIONS:

1. Provides information regarding the district and Cooperative Work Experience policies, procedures, and regulations to students, staff, and employers.
2. Provides case management services for internship students while communicating with employers to solicit, receive, and update work sites and program changes.
3. Assists with on and off campus recruitments with students and business and industry employers. Refers students to campus work study jobs when appropriate.
4. Interviews potential work sites and assesses student interest to determine job interests, skills and qualifications to match with employer requirements; refers applicants/students for interviews and tracks results of referrals; administer skill tests and issue certificates; and advise students and applicants concerning techniques used in applying for jobs, including preparing applications and resumes, as well as grooming and interview strategies.
5. Establishes new business and industry worksites. Coordinates employer and student orientations.
6. Tracks all students placed at worksites on and off AHC campuses
7. Tracks internship business and industry registered worksites and is accountable for updating all business and industry contact information and data in the system.
8. Maintains internship job placement software, webpages and social media platforms for marketing and networking purposes.
9. Monitors and manages internship job placement program improvement activities in collaboration with AHC staff and business and industry liaisons.
10. Initiates communication between students, AHC faculty/staff and employers in securing internship work sites and student applicant pools to fill job vacancies.
11. Participates in in the planning, organizing and implementing of annual career exploration day, employer breakout sessions and regional approaches to job placement events
12. Assists in developing, maintaining, and updating career resources and services; provides general and specific internship information to students; speaks to college classes regarding internships, career and job placement services; gives workshops, high school outreach visitations, and other recruiting activities.
13. Assists students in career assessment and research, assists students with utilization of

computerized career information systems Refers and matches students to appropriate internship worksites and employers.

14. Assists in reviewing and analyzing program improvement plans utilizing Strong Workforce Matrices. Evaluates and makes recommendations for needed resources and materials to be purchased for career services.
15. Coordinates internship specific career speakers in alignment with counseling services, CTE Faculty, CWE Staff and business and industry.
16. Coordinates resources and information with internship coordinators in the region to support regional internship and employment initiatives. Orders assessments and printed instructional materials, and assembles student instructional material packets.
17. Updates instructor's manual, student handbook and employer handbook for Cooperative Work Experience each semester.
18. Coordinates CTSO: Skills USA and serves as Skills Advisor, primarily serving CTE faculty and students.
19. Perform other related functions as assigned.

MIMIMUM QUALIFICATIONS:

Knowledge of:

- The importance of the mission and philosophy of community college;
- Principles of good customer service;
- Excellent communication skills;
- Office management techniques and organizational skills with emphasis on records management;
- Job development and placement practices;
- Written business communications including word/information processing applications and production;
- Fundamentals of career and job placement assessment and interviewing;
- Occupational information resources and the job market;
- Correct English usage, spelling, grammar, and punctuation;
- Electronic data storage and management systems for file records;
- Working with diverse adult learning styles;
- Needs of underrepresented/special populations.

Demonstrated Ability to:

- Maintain professional integrity, confidentiality, respect, and other ethical standards;
- Actively listen and understand the needs of students;
- Plan, organize, and complete assigned work independently and within established time deadlines;
- Understand and carry out oral and written directions;
- Organize workload and establish priorities with attention to detail and accuracy;
- Learn and interpret specific rules, law, and policies and apply them with good judgment in a variety of procedural situations;
- Operate a computer and perform clerical and technical work with accuracy and speed;
- Establish and maintain office records and files;

- Compose and proofread correspondence independently;
- Handle confidential student information with tact, discretion and in compliance with FERPA regulations.

Licenses and Certificates Required:

- Must possess a valid California Driver's License at the time of hire.

Education and Experience:

Bachelor's degree in a related field with coursework in business, political sciences, career counseling, psychology, sociology, social work, or human resources preferred OR 5 years professional work experience in job placement, career services, or business outreach, OR any equivalent combination of training and experience.

Working Conditions:

- Duties are performed in office environments, on school campuses and at local business and industry work sites.
- The incumbent will experience interruptions while performing normal duties during the regular workday;
- The incumbent will have contact, in person, by email, or by telephone, with staff, students, business and industry liaisons and the general public.

Physical Demands:

- Typically may sit for extended periods of time;
- Operates a computer;
- Communicates over the telephone, by email, and in person
- Regularly lifts, carries, and/or moves objects weighing up to 10 pounds.
- Travels throughout the county, region and state as needed.

Special Qualification:

A sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and to staff and students with disabilities.

ACTION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	December 11, 2018
Subject: Acceptance of Grants Approved	Item Number: 14.A.
Strategic Goal: Goal IR2: To develop district financial resources adequate to support quality programs and services.	Enclosures: Page 1 of 1

The office of institutional grants has been notified of the funding for the following grants in the amount of \$394,050.

BACKGROUND:

1. National Institute of Health: California Central Coast Bridges to the Baccalaureate Partnership Program (\$194,050)

The college has been awarded funding to continue the partnership with California Polytechnic State University, San Luis Obispo to increase the number of underrepresented minority students successfully completing a baccalaureate degree in the biomedical and behavioral sciences fields. The project period is from September 30, 2008 – June 30, 2019. (Submitted by Richard Mahon)

2. California Community College Chancellor's Office – Deputy Sector Navigator – Agriculture, Water, and Environmental Technology (\$200,000)

The college has been awarded continued funding to serve South Central Coast Regional Consortium in Agriculture, Water, and Environmental Technology. Matching funds are required. The project period is November 1, 2018 – October 31, 2019. (Submitted by Holly Nolan-Chavez)

FISCAL IMPACT:

1. National Institute of Health: California Central Coast Bridges to the Baccalaureate Partnership Program, in the amount of \$194,050.
2. California Community College Chancellor's Office – Deputy Sector Navigator – Agriculture, Water, and Environmental Technology, in the amount of \$200,000.

RECOMMENDATION:

Staff recommends that the board of trustees accept these contracts for a total of \$394,050 in restricted funds to the district.

Administrator Initiating Item: Jon Hooten	Final Disposition:
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**ACTION ITEM**

To: Board of Trustees	Date: December 11, 2018
From: Superintendent/President	
Subject: Academic Policy and Planning Committee Curriculum Summary	Item Number: 14.B.
Strategic Goal: Goal SLS2: To support student access, achievement, and success.	Enclosures: Page 1 of 31

BACKGROUND

The curriculum report for the period September 27, 2018 to November 8, 2018 is attached for consideration of the board of trustees. This report includes a summary of new and modified courses and programs being recommended for adoption, including removal of courses from the catalog, which are no longer offered.

FISCAL IMPACT:

The cost for additional library materials is estimated at \$795.00. There is no additional costs for implementing two new noncredit programs. The programs are made up of existing courses which have been packaged to meet community needs.

RECOMMENDATION:

Staff recommends that the board of trustees adopt the curriculum additions and changes reflected in the summary report of the Academic Policy and Planning Committee for the period.

Administrator Initiating Item: Robert Curry	Final Disposition:
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ACADEMIC POLICY AND PLANNING COMMITTEE CURRICULUM REPORT
for the period September 27 – November 8, 2018

December 11, 2018

Larry Manalo, Committee Chairperson

Dave DeGroot, Vice Chair

Christine Bisson, Applied Behavioral Sciences

Brent Darwin, Business

Lydia V. Maxwell, Counseling

Kate Adams, English

Adrienne Allebe, Fine Arts

Sheri Bates, Kinesiology, Recreation and Athletics

Mary Pat Nelson, Health Sciences

Patrick McGuire, Industrial Technology

Andrea Sanders, Languages & Communication

Kellye Cohn, Academic/Student Services

Wendy Hadley, Life and Physical Sciences

Derek Mitchem, Mathematical Sciences

Kristy Treur, Public Safety

Thomas VanderMolen, Social & Behavioral Sciences

Yolanda Alishahi, (Associated Student Body Government)

Stephen Bernardo and Josie Cabanas, Admissions & Records Representative (non-voting)

Kathy Beckelhymer, Non-Credit Education (non-voting)

Dave DeGroot, Articulation Officer (non-voting)

Robert Curry, Vice President, Academic Affairs (non-voting)

Rebecca Andres, Curriculum Specialist (non-voting)

Approved by Academic Senate: _____

President, Academic Senate
Allan Hancock College

Date

Adopted by Board of Trustees: _____

President, Board of Trustees

Allan Hancock Joint Community College District

Date

NEW COURSES RECOMMENDED FOR ADOPTION

This section lists all new courses including credit, noncredit, experimental, and special topics.

NEW Credit Courses: Effective summer/fall 2019 and pending and publication of course details. Catalog year 2019-20.

New courses in the math, English, ESL, and reading disciplines were developed and/or modified to comply with AB 705, which requires colleges to maximize the probability of students completing transfer level math and English within one year and use high school coursework, high school grades and GPA and other measures in the placement of students into English and math courses. As a result discipline faculty have aligned new and modified curriculum to better inform students of pathways to transfer level coursework.

Course Prefix	Course Title	Units
AG 100	Introduction to Agricultural Studies and Careers	1
MATH 123S	Support for Math 123: Elementary Statistics Corequisite: MATH 123	1
MATH 131S	Support for Math 131 : College Algebra Corequisite: Math 131	1.5
MATH 135S	Support for Math 135: Calculus with Applications Corequisite: MATH 135	1.5
MATH 141S	Support for Math 141: Precalculus Corequisite: Math 141	1.5
MATH 331S	Support for Math 331: Algebra 2 Corequisite: MATH 331	1
VEN 323	Vineyard and Winery Evaluation Advisory: AG 101 and AG 102	3

NEW topics and experimental courses: Experimental courses, upon successful offering, may later be developed into a regular course offering.

Course Prefix	Course Title	Units
PE 179F	Intermediate Yoga Fitness	1
THEA 198N	Exploration of Gent's Guide & Adams Family	1
THEA 198O	Rep of Gent's Guide & Adams Family	3
THEA 198P	Rep of Million Dollar Quartet & Earnest	3
THEA 199O	Rep of Gent's Guide & Adams Family	3
THEA 199P	Rep of Million Dollar Quartet & Earnest	3

NEW Noncredit Courses: Effective fall 2019 and pending Chancellor's Office approval and publication of course details. Catalog year 2019-20

Course	Course Title	Hours
NESL 550	Fundamentals of Grammar	64

Cross listed with credit ESL 550

NEW Noncredit Certificates: Effective pending Chancellor's Office approval.

Award	Program Title	Hours
Certificate of Completion	Beginning Computer Skills	136-156
Certificate of Completion	Microsoft Office Basics	136-156

COURSE REVIEW

To meet accreditation standards, one year prior to a scheduled program review, discipline faculty review all course outlines in the discipline for currency of course content and materials, appropriate prerequisites and learning outcomes, general education status, and articulation status.

Modifications include but are not limited to course units, hours, prerequisites, co-requisites, advisories, and enrollment limitations. Specific modifications are identified below.

COURSE MODIFICATIONS: Resulting from a regularly scheduled course review cycle. Effective 2019-20 and pending publication of course details where applicable.

Course Prefix	Course Title	Units / Hours
ENGR	Courses in engineering discipline are being modified to align with transfer model curriculum.	
ENGR 154	Dynamics Prerequisite: ENGR 152 and MATH 182	3
ENGR 156	Strength of Materials Prerequisite: ENGR 152	4
ENGR 161	Materials Science Prerequisites: PHYS 161 and CHEM 150 Advisory: Concurrent enrollment in ENGR 162	3
ENGR 162	Materials Science Lab Prerequisites: PHYS 161 and CHEM 150, Corequisites: ENGR 161 or prior completion of ENGR 161	1
ENGR 170	Electric Circuit Analysis Prerequisites: PHYS 163 and MATH 184 Advisory: Concurrent enrollment in ENGR 171	3
ENGR 171	Electric Circuit Lab Prerequisite: PHYS 163 and MATH 184 Corequisite: ENGR 170 or prior completion of	1
MMAC 101	Introduction to Multimedia Processes	2
MMAC 102	Corequisite: MMAC 102 Introduction to Multimedia Lab	1

MMAC 115	Corequisite: MMAC 102 Introduction to Animation	3
NESL	The modifications to noncredit ESL courses removes the number 1 in the course title, revises select SLOs, updates the course/catalog description, adds SP for grading, and updates course objectives and course content in preparation of new noncredit certificate	
NESL 7000	Introduction to English: Pre-A	90-102
NESL 7001	Introduction to English A	90-102
NESL 7003	Introduction to English B	90-102
NESL 7005	Introduction to English C	90-102
NESL 7007	Introduction to English D	90-102
NURS	Courses in the registered nursing discipline have been reviewed and updated. Specific modifications are noted below.	
NURS 101	Transitions to Professional Practice Modifications: formerly Foundations for Caring, modifications were made to catalog description, objectives, SLO, content, units decreased (2 to 1.5), updated textbook.	1.5
NURS 102	Med Surg Nursing 1 Modifications: formerly Med Surg Nursing, catalog description, objectives, SLO, content, title, updated textbook.	3
NURS 103	RN Practicum 1 Modifications: catalog description, course objectives, SLO, content, updated textbook.	5
NURS 104	Medl Surg Nursing 2 Modifications: formerly Med Surg Nursing 1, catalog description, objectives, SLO's content, title, updated textbook.	3
NURS 106	Leadership and Management Modifications: catalog description, objectives, SLO, content, units decreased (2 to 1.5), updated textbook.	1.5
NURS 108	RN Practicum 2 Modifications: catalog description, course objectives, SLO, content, updated textbook.	5
NURS 109	Medl Surg Nursing 3 Modifications: course title - formerly Medical Surgical Nursing 2, catalog description, objectives, SLOs, content, units (increase from 2.5 to 3 units), updated textbook.	3
NURS 110	Mental Health Nursing Modifications: catalog description, course objectives, SLO, content, units increased 2.5 to 3 units, updated textbook.	3
NURS 111	RN Skills 1 Modifications: course title - formerly Intermediate RN Skills, catalog description, course objectives, SLOs, content, units from 0.5 to 1 unit, updated textbook.	1
NURS 112	RN Skills 2 Modifications: course title - formerly Advanced RN Skills, course objectives, SLO, content, updated textbook.	0.5

VOCE	The course prefix is being proposed to change to PHTO.	
VOCE 7200	Digital Photos & the Computer	8-12
VOCE 7201B	Basic Digital Photography	8-12
VOCE 7202B	Digital Photo Editing & Post-Processing	24-32
VOCE 7203B	Advanced Digital Photography	24-32
VOCE 7204B	Phonetography	24-32
VOCE 7205	Photography for Online Sales	8-12
VOCE 7206	Food Photography	8-12

MAJOR COURSE MODIFICATIONS not resulting from Course Review. Modifications include but are not limited to course units, hours, prerequisites, co-requisites, advisories, and enrollment limitations. Specific modifications are identified below. Effective 2019-20 and pending publication of course details where appropriate.

Course Prefix & No.	Course Title	Units
ESL	ESL courses are being modified to comply with AB 705. Changes made include the following: course title, catalog description, removal of prerequisites / advisory, and updating of course content.	
ESL 537	Intermediate Reading for ESL Formerly: Reading Skills 3	4
ESL 540	Advanced Reading for ESL Formerly, Reading Skills 4	4
ESL 541	Advanced Writing for ESL Formerly, ESL Writing Skills 4 ESL 538 is being removed as a prerequisite.	4
ESL 543	Intermediate Conversation for ESL Formerly, Listening and Speaking Skills 2	3
ESL 544	Advanced Conversation for ESL Formerly, Listening and Speaking Skills 3	3
ESL 550	Fundamentals of Grammar Formerly, ESL Grammar 1, the course will be offered as a “mirrored course. Students can choose to take the course for credit (ESL 550) or noncredit (NESL 550). This is the “bridge” course to credit courses.	3
ESL 572	Public Speaking for ESL Advisory ESL 544 Formerly, Public Speaking Skills, ESL 540 and 541 are being removed as prerequisite courses.	3
ESL 555	Pronunciation for ESL	3
ESL 538	Intermediate Writing for ESL (4)	4
ESL 551	Intermediate Grammar for ESL (3)	3
ESL 552	Advanced Grammar for ESL (3)	3
GEOG 101	Physical Geography Advisory: ENGL 101	3

Justification: Updating the course to align with C-ID GEOG 110 Course Descriptor and develop an ADT in Geography. Updated course content, course objectives, text, and DL information.

LE 421	Complaint Dispatcher Justification: Updated course outline to include proper breakdown of lecture and lab hours.	3
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PROGRAM MODIFICATIONS

Catalog Year: 2019-20

Program Award	Program Title	Units
Associate in Arts	Spanish The program is modified to reflect course drops. SPAN 110, ITAL 101, ITAL 102, ITAL 103, and ITAL 104 have been dropped.	18
Associate in Science	LVN to RN Program Modified to reflect recent course modifications	26.5
Certificate of Achievement	"30-Unit" Option Modified to reflect recent course modifications	30
Certificate of Accomplishment	Computer Business Office Software CBIS 373 is being removed, the program units are reduced from 5 to 4 units.	4
Certificate of Accomplishment	English as A Second Language Modification to the program are a result of course title changes	14
Certificate of Accomplishment	Spanish Language Skills Elementary Level SPAN 110 is being dropped, and SPAN 111, Intermediate Spanish Conversation, is being added.	13-15
Certificate of Achievement	Theatre Professional Acting DRMA 110 and DRMA 111 are being removed from the program requirements. The program units will decrease from 78 units to 72.	72

MISCELLANEOUS MODIFICATIONS

Modification Type	Course Prefix and No.	Course Title	Effective
Request for DL	GRPH 127	History of Graphic Design	Spring 2019
Course Drop	CBIS 373	Intro to Windows	2019/20

ALLAN HANCOCK COLLEGE
Program Narrative
Noncredit Certificate of Completion: Beginning Computer Skills

Item 1. Program Goals and Objectives

The Beginning Computer Skills Certificate introduces the basics of using a computer, email, the Windows operating system, working with files, word processing, spreadsheets, presentations, and navigating the Internet. This noncredit program provides adults the opportunity to add or upgrade job skills necessary to remain competitive in current job markets.

Objectives:

- Proficiently use a variety of current software programs being used in the workplace.
- Operate a mouse and keyboard.
- Improve typing/keyboarding efficiency.
- Understand how the different components of a personal computer impact buying choices.
- Create documents and manage files in Microsoft Word.
- Create basic spreadsheets using Microsoft Excel.
- Create basic presentations using Microsoft PowerPoint.
- Become familiar with the Windows operating system's graphical user interface (GUI).
- Be more productive with Windows Applications.
- Personalize the Windows experience.
- Become aware of the benefits of free online "cloud" storage (OneDrive).
- Create, organize, and find, files or folders.
- Understand the differences between the Internet and the World Wide Web.
- Use an Internet browser and search engine.
- Evaluate sources of information on the Internet.
- Personalize the use of an Internet browser.
- Use common applications for consumers (e.g. maps and directions, translate, store files and photos in the Cloud).
- Identify different types of social media and their primary functions.
- Locate and connect with other users of social media.
- Locate and share information through social media.
- Identify privacy issues, safety concerns, and potential consequences of sharing information.
- Communicate through the Microsoft Outlook e-mail program.
- Use appropriate etiquette when communicating electronically.
- Manage an address list: create, edit, and use Contacts.
- Correspond with email: read, send, reply to, and forward messages.
- Use Outlook Calendar for creating events, inviting contacts to meetings, and set reminders.

Item 2. Catalog Description

Digital literacy is no longer optional. Many entry-level jobs require basic computer skills. This requirement is not limited to careers in business, but is found across many industries. Just searching for and applying for jobs often requires some computer literacy. The Beginning Computer Skills Certificate will introduce the student to the basics of using a computer, email, Windows operating system, working with files, word processing, spreadsheets, presentations, and navigating the Internet.

Job opportunities include, but are not limited to, the following: office clerk, customer service representative, sales associate, order clerk, hotel/motel desk clerk, and/or receptionist.

The graduate of the Certificate of Completion in Beginning Computer Skills will:

- Learn the basics of using a computer with the Windows operating system, computer terminology, and navigating the Internet.
- Be introduced to the features of Microsoft Office products including Microsoft Word, basic email skills (using Outlook), Excel, and PowerPoint.
- Customize the desktop, organize files, transfer files and photos from one device to another, perform basic photo editing, use OneDrive services, use Windows Apps, such as weather, snipping tool, and more.
- Identify what to look for when buying a computer.

A total of 136-156 hours is required for the certificate of completion.

Required courses 120 – 138 hours:

Course Prefix & Number	Course Title	Course Hours
VOCE 7100	Computers and You: Level 1	32-36
VOCE 7101	Computers and You: Level 2	32-36
VOCE 7109	Microsoft Windows	16-18
VOCE 7108	Computer Skills Lab	40-48
Plus one of the following courses (16-18 hours):		
VOCE 7103	Introduction to the Internet	16-18
VOCE 7110	Social Media	16-18
VOCE 7111	E-mail	16-18
Total program hours:		136-156

Item 3. Program Requirements

Students must complete a minimum of 40 hours in the Computer Skills Lab, and 75% attendance in all other required courses in order to receive a certificate of completion.

Requirements	Course Prefix and No.	Course Title	Course Hours
75% attendance in these courses	VOCE 7100	Computers and You: Level 1	32-36 lecture hours
	VOCE 7101	Computers and You: Level 2	32-36 lecture hours
	VOCE 7109	Microsoft Windows	16-18 lecture hours
40 hours of lab	VOCE 7108	Computer Skills Lab	40-48 lab hours
	Choose one of the following:		
	VOCE 7103	Introduction to the Internet	16-18 lecture hours
	VOCE 7110	Social Media	16-18 lecture hours
	VOCE 7111	E-mail	16-18 lecture hours
Total			136-156

Possible Course Sequence

Semester 1 Fall: VOCE 7100 32-36 hours
 VOCE 7109 16-18 hours
 VOCE 7108 20 hours

Semester 2: Spring: VOCE 7101 32-36 hours
 VOCE 7103 or
 VOCE 7110 or
 VOCE 7111 16-18 hours
 VOCE 7108 20 hours

Note: student may complete lab hours in one semester, or they may repeat the lab course and combine the hours over multiple semesters to meet the 40-hour requirement.

Item 4. Master Planning

The California Community Colleges help to prepare the workforce by developing and providing training programs in the skill areas that employers need. (page 8 of California Community Colleges Long-Range Master Plan, 2016). Courses that build basic technology skills was recommended by the Northern Santa Barbara County Adult Education Consortium Steering Committee in their final plan of the Consortium Planning Project. The AEBG Needs Survey found that increased digital literacy skills was one of the top three needs for entry-level job seekers (page 19 of Northern Santa Barbara County Adult Education Consortium Planning Project 3.1.15 Final Plan)

Demand for Basic Computer Skills:

Digital Literacy is no longer optional. Many entry-level jobs require basic computer skills. People reentering the workforce may find their technology skills outdated and will benefit from short-term vocational training. The requirement for computer skills is not limited to careers in business, but is found across many industries. Just searching for and applying for jobs often requires some computer literacy. This certificate provides students with basic computer skills needed to prepare them for entry-level office jobs or to transition into credit-level courses.

Careers requiring computer skills are not limited to office work. Technology skills are in demand in nearly every industry Job opportunities include, but are not limited to, the following: Office Clerk, Customer Service Representative, Sales Associate, Order clerk, Hotel/Motel Desk Clerk, Receptionist.

Since this certificate does not lead to employment in one particular field (like Welding or Nursing), precise statistics cannot be provided for number of expected job openings. Using General Office Clerk as an example provides a minimum number of 320 openings in Santa Barbara County. The actual number of openings *in all occupations for all industries* would be much higher.

Office Clerk, General (43-9061), projected employment by county

<http://www.labormarketinfo.edd.ca.gov/aspdotnet/SupportPage/AllOccPrj.aspx?soccode=439061>

	Estimated employment	Projected employment	Numeric change	% change	Additional openings due to net replacements
San Luis Obispo County (2014-2024)	2,360	2,630	270	11.4	510
Santa Barbara County (2014-2024)	3,400	3,720	320	9.4	730

California (2014-2024)	331,200	363,500	32,300	9.8	71,400
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Potential wages for program completers:

According to the [California Employment Development Department](#), the median annual salary for a general office clerk in the Santa Maria-Santa Barbara metropolitan area was \$33,502 in 2017. The agency predicts a 9.8 percent increase in available jobs statewide through 2024.

All Fields

New Noncredit Program: Beginning Computer Skills - Certificate of Completion

Cover

Program Title Beginning Computer Skills

Department Noncredit Education

Discipline Vocational Community Ed (NC)

Award Type Certificate of Completion

Date Reviewed Semester Spring

Year 2017

Program Goal CTE (all non-ADT awards with CTE TOP-Codes)

Proposed Start 08/20/2018

Justification/Need for New or Modified Program

How will this program, or program modification, meet student, employer, or community needs?

This certificate provides students with basic computer skills needed to prepare them for entry-level office jobs or to transition into credit-level courses. The AEBG Needs Survey found that increased digital literacy skills was one of the top three needs for entry-level job seekers. (page 19 of Northern Santa Barbara County Adult Education Consortium Planning Project 3.1.15 Final Plan)

ALLAN HANCOCK COLLEGE MISSION STATEMENT *Allan Hancock College provides quality educational opportunities that enhance student learning and the creative, intellectual, cultural, and economic vitality of our diverse community.*

Proposed Program Mission Statement

21st century jobs demand information literacy, media, and technology skills. The noncredit program provides adults the opportunity to add or upgrade job skills necessary to remain competitive in current job markets.

Co-Contributor

Contributor

- Healy, Elaine (ehealy@hancockcollege.edu)
- Messina, Michael (mmessina@hancockcollege.edu)

Program Goals and Objectives

The Beginning Computer Skills Certificate introduces the basics of using a computer, email, the Windows operating system, working with files, word processing, spreadsheets, presentations, and navigating the Internet.

Briefly describe the curriculum addition/modification (i.e. development of new curriculum: instructional methodology, etc.)

The current Career Development Certificate in Computer Applications is being split into two certificates (Beginning Computer Skills, and Microsoft Office Basics), each with a more specific focus and a shorter completion timeframe.

Explain how the program is appropriate to the objectives and conditions of higher education and community college education in California and how it conforms to statewide master planning.

The California Community Colleges help to prepare the workforce by developing and providing training programs in the skill areas that employers need. (page 8 of California Community Colleges Long-Range Master Plan, 2016) Computer skills are in high demand, in a variety of fields, and from entry-level to middle skills jobs to management positions.

Enrollment and Completer Projections

Enter estimated number of program completers:

20

What were the enrollment projections based on?

Current completion rates.

Place of Program in Existing Curriculum

Are there related programs currently being offered at AHC? Duplication with other departments? Will this program replace another program? Do the program courses currently exist?

This program at Allan Hancock College does not represent an unnecessary duplication of other vocational or occupational training programs in the area. The current Career Development Certificate in Computer Applications is being split into two certificates (Beginning Computer Skills, and Microsoft Office Basics), each with a more specific focus and a shorter completion timeframe.

Similar Programs in the Service Area

Describe all similar programs offered by colleges within commuting distance of the college or service area. How does the program differ? Attach catalog pages.

Cuesta College (38 miles away) - does not have a similar program. Santa Barbara City College (63 miles) is not a viable option for those dependent on public transportation. For those with a vehicle, it is possible. Their program uses a flipped model which can be intimidating for people with limited computer experience. The students pay a subscription at Lynda.com to view videos, then attend class for up to 10 hours per class. There are two required classes, and two electives. <https://sccrcolleges.org/sbcc-catalog/item/beginning-computer-skills-certificate>

Faculty persons contacted at colleges offering similar programs.

n/a

Adequate Resources

Identify the college resources that will be needed, and that are currently available for offering this program.

- Lab Equipment
- Media Equipment
- Qualified Staff
- Instructional Supplies
- Software/Technology

Other No

Please specify

Are these adequate? If no, describe the type of additional resources that will be needed.

Yes. The computer lab classrooms have adequate computers, projector, printers, and current software.

List qualified faculty members who will be available to teach the program.

Antles, Bergstrom-Smith, C. Gonzalez, Velasco, K. Garcia, Mercado-Gomez, Predazzi, Wamboldt, Uribe

Is this adequate? If no, list additional faculty and/or staff resource needs.

Yes.

What type of facilities/classroom are available for this program?

The computer lab classrooms have adequate computers, projector, printers, and current software.

Is this adequate? If no, list the types of facility needs for this program.

Yes.

Catalog Description

Catalog Description

Digital literacy is no longer optional. Many entry-level jobs require basic computer skills. This requirement is not limited to careers in business, but is found across many industries. Just searching for and applying for jobs often requires some computer literacy. The Beginning Computer Skills Certificate will introduce the student to the basics of using a computer, email, Windows operating system, working with files, word processing, spreadsheets, presentations, and navigating the Internet.

Job opportunities include, but are not limited to, the following: office clerk, customer service representative, sales associate, order clerk, hotel/motel desk clerk, and/or receptionist.

Program Completion Requirements

Minimum of 75% attendance

Program Learning Outcomes (PLO)

Program Learning Outcomes (PLO)

1. **Learn the basics of using a computer with the Windows operating system, computer terminology, and navigating the Internet.**
2. **Be introduced to the features of Microsoft Office products including Microsoft Word, basic email skills (using Outlook), Excel, and PowerPoint.**

3. **Customize the desktop, organize files, transfer files and photos from one device to another, perform basic photo editing, use OneDrive services, use Windows Apps, such as weather, snipping tool, and more.**
4. **Identify what to look for when buying a computer.**

Program Requirements

Course Block Definitions

1. Required Courses

Block Header

Block Footer

Override Default Hour Calculations

No

Hour Min

7.00

Hour Max

7.00

Program Courses

1. Course

VOCE 7100 - Computers and You: Level 1 0.000 *Approved*

Non-Course Requirements

Subject

VOCE - Vocational Community Ed (NC)

Course

VOCE 7100 - Computers and You: Level 1 0.000 *Approved*

Condition

Hour Range

Min

Max

Exception Identifier

Exception

2. Course

VOCE 7101 - Computers and You: Level 2 2.000 - 0.000 *Approved*

Non-Course Requirements

Subject

VOCE - Vocational Community Ed (NC)

Course

VOCE 7101 - Computers and You: Level 2 2.000 - 0.000 *Approved*

Condition

Hour Range

Min

Max

Exception Identifier

Exception

3. Course

VOCE 7108 - Computer Skills Lab 0.000 *Approved*

Non-Course Requirements

Subject

VOCE - Vocational Community Ed (NC)

Course

VOCE 7108 - Computer Skills Lab 0.000 *Approved*

Condition

Hour Range

Min

Max

Exception Identifier

Exception

4. **Course**

VOCE 7109 - Microsoft Windows 1.000 *Approved*

Non-Course Requirements

Subject

VOCE - Vocational Community Ed (NC)

Course

VOCE 7109 - Microsoft Windows 1.000 *Approved*

Condition

Hour Range

Min

Max

Exception Identifier

Exception

2. **Choose one of the following courses:**

Block Header

Block Footer

Override Default Hour Calculations

No

Hour Min

Hour Max

Program Courses

1. **Course**

VOCE 7103 - Introduction to the Internet 1.000 - 0.000 *Approved*

Non-Course Requirements

Subject

VOCE - Vocational Community Ed (NC)

Course

VOCE 7103 - Introduction to the Internet 1.000 - 0.000 *Approved*

Condition

Hour Range

Min

Max

Exception Identifier

Exception

2. **Course**

VOCE 7110 - Social Media 1.000 *Approved*

Non-Course Requirements

Subject

VOCE - Vocational Community Ed (NC)

Course

VOCE 7110 - Social Media 1.000 *Approved*

Condition**Hour Range****Min****Max****Exception Identifier****Exception****3. Course**

VOCE 7111 - Email 1.000 *Approved*

Non-Course Requirements**Subject**

VOCE - Vocational Community Ed (NC)

Course

VOCE 7111 - Email 1.000 *Approved*

Condition**Hour Range****Min****Max****Exception Identifier****Exception**

CTE Documentation

If this page is blank, then this program does not have "CTE" as a selection. Please check the Cover page.

Gainful Employment Yes**Apprenticeship** No**Sponsor Name****Sponsor Address****Sponsor Phone****Related/Supplemental Instruction (RSI) Year 1 hours****Related/Supplemental Instruction (RSI) Year 2 hours****Related/Supplemental Instruction (RSI) Year 3 hours****Include California Division of Apprenticeship Standards (DAS) letter with Attachments** No**Labor Market Information (LMI) and Analysis**

Digital Literacy is no longer optional. Many entry-level jobs require basic computer skills. People reentering the workforce may find their technology skills outdated and will benefit from short-term vocational training. The requirement for computer skills is not limited to careers in business, but is found across many industries. Just searching for and applying for jobs often requires some computer literacy. Job opportunities include, but are not limited to, the following: • Office Clerk • Customer Service Representative • Sales Associate • Order clerk • Hotel/Motel Desk Clerk • Receptionist According to the California Employment Development Department, the median annual salary for a general office clerk in the Santa Maria-Santa Barbara metropolitan area was \$33,502 in 2017. The agency predicts a 9.8 percent increase in available jobs statewide through 2024. The state's median annual salary for an office/administrative supervisor was \$58,662 in 2017. Careers requiring computer skills are not limited to office work. Technology skills are in demand in nearly every industry. Computer skills are highly valued in 62 percent of all jobs, according to Georgetown University's report on job growth and education requirements through 2020.

Net Annual Labor Demand

Enter the estimated number of annual job openings, minus the annual number of program completers of other programs within the college service areas. The figure entered must be greater than zero and the number entered here must be explicitly stated in the analysis and consistent with the supporting documentation:

320

Advisory Committee Recommendations

Advisory Committee Members

n/a

Summary of Recommendations

n/a

Include Advisory Committee Minutes with Attachments NoSupporting Documents

Attached File

Supporting document - VOCE Certificate of Completion - Basic Computer Skills.docx (/Form/Program/_DownloadFile/278/2757?fileId=99)

Certificate of Completion Program Narrative - Beginning Computer Skills.docx (/Form/Program/_DownloadFile/278/2757?fileId=202)

Library Resources

Percentage of courses offered distance learning**The description of instructional materials, support materials, and equipment required to implement the proposed new course, and that is to be provided by the Learning Resources Center, has been reviewed by the course initiator and faculty librarian.****The college has sufficient instructional resources presently available for support of this course.** Yes**The college instructional resources are not presently adequate to support the teaching of this course.** No**Approximate cost of additional materials and equipment to implement new curriculum****Additional comments:**Feasibility Analysis - Dean's Page

Program Title Beginning Computer Skills**Top Code** 0514.00 - Administrative Assistant and Secretarial Science, General***CIP Code****Lecture Load** 0.45**Lab Load****Total Workload** 0.45**New Faculty****New Equipment Needs****Facilities/Repairs****New Support Staff****Library Materials****Other****Total Fiscal Impact** 0.00**Gainful Employment****Indicate if the program meets U.S. Department of Education gainful employment criteria. A complete set of resource documents is available on the U.S. Department of Education website under the Gainful Employment Information section (www.ifap.ed.gov/GainfulEmploymentInfo)****Feasibility Analysis****Consider appropriateness to AHC mission, CCC mission, demonstrated need/demand, enrollment projections data, labor market info, availability of adequate college resources, including library instructional materials, and services.****Course Review Date****Program Review Date****The program is feasible:**

Projecting 20 annual completers: 20 students x 128-144 hrs. = 4.88-5.49 FTES = \$24,966.10 - \$28,086.86

The program is not feasible:**Funding Source/Plan**Codes

Special Dates

Instructional Services

Date Reviewed Semester Spring

Year 2017

Catalog Term

Top Code 0514.00 - Administrative Assistant and Secretarial Science, General*

Program Control Number 1234

Is CDCP No

Originator Joan Bergstrom-Smith

Origination Date 12/07/2017

Comments

Program Control Number is a placeholder. To be completed later by Chancellor's office.

CCCCO Entry

Program Goal CTE (all non-ADT awards with CTE TOP-Codes)

TOP Code 0514.00 - Administrative Assistant and Secretarial Science, General*

Hours for Degree Major/Emphasis (Minimum)

Hours for Degree Major/Emphasis (Maximum)

Total Hours (Minimum)

Total Hours (Maximum)

Annual Completers

Faculty Workload

0.45

New Faculty Position

New Equipment

New/Remodeled Facilities

Library Materials

Gainful Employment Yes

Net Annual Labor Demand 320

Program Review Date

Apprenticeship No

Distance Education Percentage

District Governing Board Approval Date

ALLAN HANCOCK COLLEGE**Program Narrative
Noncredit Certificate of Completion: Microsoft Office Basics****Item 1. Program Goals and Objectives**

The Microsoft Office Basics Certificate will build proficiency with Microsoft Office suite, the most widely used productivity software on the market. This may prepare students for office-related career positions, transition to a credit CBIS certificate or degree program, or support small business owners.

Objectives:

- Proficiently use a variety of current software programs being used in the workplace.
- Improve typing/keyboarding efficiency.
- Communicate through email.
- Identify and describe features used in Microsoft Word.
- Create professional quality documents using the basic features of Word.
- Review and correct documents.
- Identify and describe features used in Microsoft Excel.
- Create professional quality spreadsheets using the basic features of Excel, including entering data and formulas into cells, and built-in functions.
- Analyze data using sort, filter, and charts.
- Identify and describe features used in Microsoft PowerPoint.
- Create professional looking slide shows.
- Present a slide show.
- Identify and describe features used in Microsoft Publisher.
- Create professional quality publications using the basic features of Publisher.
- Determine the appropriate layout for type of publication.

Item 2. Catalog Description

The Microsoft Office Basics Certificate will build proficiency with Microsoft Office suite, the most widely used productivity software on the market. This program prepares the student for office-related career positions and transition to a credit CBIS certificate or degree program as well as provide support to the student as a small business owner. The student will learn how to create letters, certificates, and flyers using Word, report and analyze data using Excel spreadsheets and charts, develop presentations for business, home, or volunteer use using PowerPoint, and create flyers, business cards, and calendars using Publisher.

Skills in using productivity software (such as Microsoft Office) are often required to enter the job market. These software skills can also lead to higher paying middle-skills jobs – those which pay a living wage and require a high school diploma but not necessarily a college degree. This requirement for managerial positions is found across many industries, not just traditional office jobs. A report by Burning Glass Technologies, a labor-market analysis firm, found that “Eight in 10 (78%) of middle-skill jobs demand facility with productivity software, and these digital jobs pay a premium over non-digital middle-skill roles.”

Possible careers include, but are not limited to: customer service representative, office/administrative assistant, bookkeeper/accounting clerk, scheduler/operations coordinator, and management and supervision in a variety of industries.

The graduate of the Certificate of Completion in Microsoft Office Basics will:

- Use Word to create professional quality letters, certificates, flyers, labels and more.
- Learn the basics of Excel: creating spreadsheets, formulas, charts, and more.
- Learn the basics of creating PowerPoint slide shows for business, home and volunteer use.
- Create slides, and add pictures, animation, and music to presentations.
- Learn the basics of Publisher to create flyers, tri-folds, business cards, calendars, cards, envelopes and labels for business, volunteer, or home use.

A total of 136-156 hours is required for the certificate of completion.

Required courses:

Course Prefix & Number	Course Title	Course Hours
VOCE 7105	Intro to Microsoft Word	32-36
VOCE 7107	Intro to Microsoft Excel	32-36
VOCE 7112	Intro to Microsoft PowerPoint	16-18
VOCE 7113	Intro to Microsoft Publisher	16-18
VOCE 7108	Computer Skills Lab	40-48

Item 3. Program Requirements

Advisory: Recommended completion of Computers & You Levels 1 & 2 prior to taking the required courses.

VOCE 7100 - Computers and You: Level 1. Upon completion students should be able to:

1. Identify the different components of a personal computer.
2. Demonstrate the ability to apply mouse skills in the operation of a computer.
3. Operate the main keys on a keyboard.
4. Show the basic techniques in Windows Operating System, such as, opening and saving files.
5. Demonstrate the ability to navigate the Internet.
6. Create a basic Microsoft Word document.

VOCE 7101 - Computers and You: Level 2. Upon completion students should be able to:

1. Use History features and create Favorites using an Internet browser.
2. Send, receive, and respond to E-mail messages.
3. Create documents and manage files in Microsoft Word.
4. Create basic spreadsheets in Microsoft Excel.
5. Create basic PowerPoint presentations.

Students must complete a minimum of 40 hours in the Computer Skills Lab, and 75% attendance in all other required courses in order to receive a certificate of completion.

Requirements	Course Prefix and No.	Course Title	Course Hours
75% attendance in these courses	VOCE 7105	Intro to Microsoft Word	32-36 lecture hours
	VOCE 7107	Intro to Microsoft Excel	32-36 lecture hours
	VOCE 7112	Intro to Microsoft PowerPoint	16-18 lecture hours
	VOCE 7113	Intro to Microsoft Publisher	16-18 lecture hours
40 hours of lab	VOCE 7108	Computer Skills Lab	40-48 lab hours
Prerequisite	None		
Total			136-156

Possible Course Sequence

Semester 1 Fall:	VOCE 7105	32-36 hours
	VOCE 7112	16-18 hours
	VOCE 7108	20 hours
Semester 2: Spring:	VOCE 7107	32-36 hours
	VOCE 7113	16-18 hours
	VOCE 7108	20 hours

Note: student may complete lab hours in one semester, or they may repeat the lab course and combine the hours over multiple semesters to meet the 40-hour requirement.

Item 4. Master Planning

Skills in using productivity software (such as Microsoft Office) are often required to enter the job market. These software skills can also lead to higher paying middle-skills jobs – those which pay a living wage and require a high school diploma but not necessarily a college degree. This requirement for managerial positions is found across many industries, not just traditional office jobs.

Demand for Microsoft Office skills:

A report by Burning Glass Technologies, a labor-market analysis firm, found that “Eight in 10 (78%) of middle-skill jobs demand facility with productivity software, and these digital jobs pay a premium over non-digital middle-skill roles.” https://www.burning-glass.com/wp-content/uploads/Digital_Edge_report_2017_final.pdf Possible careers include: Customer Service Representative, Office/Administrative Assistant, Bookkeeper/Accounting Clerk, Scheduler/Operations Coordinator, Management and Supervision in a variety of industries.

Net annual labor demand: 230 and more

Careers requiring computer skills are not limited to office work. Technology skills are in demand in nearly every industry. Computer skills are highly valued in 62 percent of all jobs, according to [Georgetown University’s report](#) on job growth and education requirements through 2020.

Since this certificate does not lead to employment in one particular field (like Welding or Nursing), precise statistics cannot be provided for number of expected job openings. Using Office and Administrative Support Supervisors as an example provides a minimum number of 230 openings in Santa Barbara County. The actual number of openings in all occupations for all industries would be much higher.

Office and Administrative Support Supervisors (43-1011), projected employment by county
<http://www.labormarketinfo.edd.ca.gov/aspdotnet/SupportPage/AllOccPrj.aspx?soccode=431011>

	Estimated employment	Projected employment	Numeric change	% change	Additional openings due to net replacements
San Luis Obispo County (2014-2024)	1,040	1,290	250	24.0	160
Santa Barbara County (2014-2024)	1,770	2,000	230	13.0	270
California (2014-2024)	174,300	198,300	24,000	13.8	26,300

Potential wages for program completers:

According to the California Employment Development Department, the [state's median annual salary](#) for an office/administrative supervisor was \$58,662 in 2017. They predict a 13% increase in the number of jobs in Santa Barbara County.

All Fields

New Noncredit Program: Microsoft Office Basics - Certificate of Completion

Cover

Program Title Microsoft Office Basics

Department Noncredit Education

Discipline Vocational Community Ed (NC)

Award Type Certificate of Completion

Date Reviewed Semester Spring

Year 2017

Program Goal CTE (all non-ADT awards with CTE TOP-Codes)

Proposed Start 08/20/2018

Justification/Need for New or Modified Program

How will this program, or program modification, meet student, employer, or community needs?

This certificate is for students to build proficiency in the Microsoft Office suite and prepare them for office-related positions, transition them into a credit CBIS certificate or degree program, or to support them as a small business owner. The AEBG Needs Survey found that increased digital literacy skills was one of the top three needs for entry-level job seekers. (page 19 of Northern Santa Barbara County Adult Education Consortium Planning Project 3.1.15 Final Plan)

ALLAN HANCOCK COLLEGE MISSION STATEMENT *Allan Hancock College provides quality educational opportunities that enhance student learning and the creative, intellectual, cultural, and economic vitality of our diverse community.*

Proposed Program Mission Statement

21st century jobs demand information literacy, media, and technology skills. The noncredit program provides adults the opportunity to add or upgrade job skills necessary to remain competitive in current job markets.

Co-Contributor

Contributor

- Healy, Elaine (ehealy@hancockcollege.edu)
- Messina, Michael (mmessina@hancockcollege.edu)

Program Goals and Objectives

The Microsoft Office Basics Certificate will build proficiency with Microsoft Office suite, the most widely used productivity software on the market. This may prepare students for office-related career positions, transition to a credit CBIS certificate or degree program, or support small business owners.

Briefly describe the curriculum addition/modification (i.e. development of new curriculum: instructional methodology, etc.)

The current Career Development Certificate in Computer Applications is being split into two certificates (Beginning Computer Skills, and Microsoft Office Basics), each with a more specific focus and a shorter completion timeframe.

Explain how the program is appropriate to the objectives and conditions of higher education and community college education in California and how it conforms to statewide master planning.

The California Community Colleges help to prepare the workforce by developing and providing training programs in the skill areas that employers need. (page 8 of California Community Colleges Long-Range Master Plan, 2016) Computer skills are in high demand, in a variety of fields, and from entry-level to middle skills jobs to management positions.

Enrollment and Completer Projections

Enter estimated number of program completers:

20

What were the enrollment projections based on?

Current completion rates.

Place of Program in Existing Curriculum

Are there related programs currently being offered at AHC? Duplication with other departments? Will this program replace another program? Do the program courses currently exist?

This program at Allan Hancock College does not represent an unnecessary duplication of other vocational or occupational training programs in the area. The current Career Development Certificate in Computer Applications is being split into two certificates (Beginning Computer Skills, and Microsoft Office Basics), each with a more specific focus and a shorter completion timeframe.

Similar Programs in the Service Area

Describe all similar programs offered by colleges within commuting distance of the college or service area. How does the program differ? Attach catalog pages.

Cuesta College (38 miles away) - does not have a similar program. Santa Barbara City College (63 miles) is not a viable option for those dependent on public transportation. For those with a vehicle, it is possible. Their program uses a flipped model which can be intimidating for people with limited computer experience. The students pay a subscription at Lynda.com to view videos, then attend class for up to 10 hours per class. There are three required classes, and one elective. <https://scccolleges.org/sbcc-catalog/item/basic-office-software-skills-certificate>

Faculty persons contacted at colleges offering similar programs.

n/a

Adequate Resources

Identify the college resources that will be needed, and that are currently available for offering this program.

- Lab Equipment
- Media Equipment
- Qualified Staff
- Instructional Supplies
- Software/Technology

Other No

Please specify

Are these adequate? If no, describe the type of additional resources that will be needed.

Yes.

List qualified faculty members who will be available to teach the program.

Antles, Bergstrom-Smith, C. Gonzalez, Velasco, K. Garcia, Mercado-Gomez, Predazzi, Wamboldt, Uribe

Is this adequate? If no, list additional faculty and/or staff resource needs.

Yes.

What type of facilities/classroom are available for this program?

The computer lab classrooms have adequate computers, projector, printers, and current software.

Is this adequate? If no, list the types of facility needs for this program.

Yes.

Catalog Description

Catalog Description

The Microsoft Office Basics Certificate will build proficiency with Microsoft Office suite, the most widely used productivity software on the market. This program prepares the student for office-related career positions and transition to a credit CBIS certificate or degree program as well as provide support to the student as a small business owner. The student will learn how to create letters, certificates, and flyers using Word, report and analyze data using Excel spreadsheets and charts, develop presentations for business, home, or volunteer use using PowerPoint, and create flyers, business cards, and calendars using Publisher.

Skills in using productivity software (such as Microsoft Office) are often required to enter the job market. These software skills can also lead to higher paying middle-skills jobs – those which pay a living wage and require a high school diploma but not necessarily a college degree. This requirement for managerial positions is found across many industries, not just traditional office jobs. A report (<http://www.burning-glass.com/research/digital-skills-gap/>) by Burning Glass Technologies, a labor-market analysis firm, found that "Eight in 10 (78%) of middle-skill jobs demand facility with productivity software, and these digital jobs pay a premium over non-digital middle-skill roles."

Possible careers include, but are not limited to: customer service representative, office/administrative assistant, bookkeeper/ accounting clerk, scheduler/operations coordinator, and management and supervision in a variety of industries.

Program Completion Requirements

Minimum 75% attendance

Program Learning Outcomes (PLO)

 Program Learning Outcomes (PLO)

1. **Use Word to create professional quality letters, certificates, flyers, labels and more.**
2. **Learn the basics of Excel: creating spreadsheets, formulas, charts, and more.**
3. **Learn the basics of creating PowerPoint slide shows for business, home and volunteer use.**
4. **Create slides, and add pictures, animation, and music to presentations.**
5. **Learn the basics of Publisher to create flyers, tri-folds, business cards, calendars, cards, envelopes and labels for business, volunteer, or home use.**

 Program Requirements

Course Block Definitions

1. **Recommendation:**

Block Header

Recommended completion of Computers & You Levels 1 & 2 prior to taking the required courses

Block Footer
Override Default Hour Calculations

No

Hour Min
Hour Max
Program Courses

1. **Course**

VOCE 7100 - Computers and You: Level 1 0.000 *Approved*

Non-Course Requirements

Recommended completion of Computers & You Levels 1 & 2 prior to taking these courses.

Subject

VOCE - Vocational Community Ed (NC)

Course

VOCE 7100 - Computers and You: Level 1 0.000 *Approved*

Condition
Hour Range
Min

32.00

Max

36.00

Exception Identifier
Exception

2. **Course**

VOCE 7101 - Computers and You: Level 2 2.000 - 0.000 *Approved*

Non-Course Requirements
Subject

VOCE - Vocational Community Ed (NC)

Course

VOCE 7101 - Computers and You: Level 2 2.000 - 0.000 *Approved*

Condition
Hour Range
Min
Max

Exception Identifier**Exception****2. Required Courses****Block Header****Block Footer****Override Default Hour Calculations**

No

Hour Min**Hour Max****Program Courses****1. Course**

VOCE 7105 - Intro to Microsoft Word 2.000 - 0.000 *Approved*

Non-Course Requirements**Subject**

VOCE - Vocational Community Ed (NC)

Course

VOCE 7105 - Intro to Microsoft Word 2.000 - 0.000 *Approved*

Condition**Hour Range****Min****Max****Exception Identifier****Exception****2. Course**

VOCE 7107 - Intro to Microsoft Excel 2.000 - 0.000 *Approved*

Non-Course Requirements**Subject**

VOCE - Vocational Community Ed (NC)

Course

VOCE 7107 - Intro to Microsoft Excel 2.000 - 0.000 *Approved*

Condition**Hour Range****Min****Max****Exception Identifier****Exception****3. Course**

VOCE 7108 - Computer Skills Lab 0.000 *Approved*

Non-Course Requirements**Subject**

VOCE - Vocational Community Ed (NC)

Course

VOCE 7108 - Computer Skills Lab 0.000 *Approved*

Condition**Hour Range****Min****Max****Exception Identifier**

Exception4. **Course**

VOCE 7112 - Intro to Microsoft PowerPoint 1.000 *Approved*

Non-Course Requirements**Subject**

VOCE - Vocational Community Ed (NC)

Course

VOCE 7112 - Intro to Microsoft PowerPoint 1.000 *Approved*

Condition**Hour Range****Min****Max****Exception Identifier****Exception**5. **Course**

VOCE 7113 - Intro to Microsoft Publisher 1.000 *Approved*

Non-Course Requirements**Subject**

VOCE - Vocational Community Ed (NC)

Course

VOCE 7113 - Intro to Microsoft Publisher 1.000 *Approved*

Condition**Hour Range****Min****Max****Exception Identifier****Exception**

CTE Documentation

If this page is blank, then this program does not have "CTE" as a selection. Please check the Cover page.

Gainful Employment Yes**Apprenticeship** No**Sponsor Name****Sponsor Address****Sponsor Phone****Related/Supplemental Instruction (RSI) Year 1 hours****Related/Supplemental Instruction (RSI) Year 2 hours****Related/Supplemental Instruction (RSI) Year 3 hours****Include California Division of Apprenticeship Standards (DAS) letter with Attachments** No**Labor Market Information (LMI) and Analysis**

Skills in using productivity software (such as Microsoft Office) are often required to enter the job market. These software skills can also lead to higher paying middle-skills jobs – those which pay a living wage and require a high school diploma but not necessarily a college degree. This requirement for managerial positions is found across many industries, not just traditional office jobs. A report by Burning Glass Technologies, a labor-market analysis firm, found that "Eight in 10 (78%) of middle-skill jobs demand facility with productivity software, and these digital jobs pay a premium over non-digital middle-skill roles." Possible careers: • Customer Service Representative • Office / Administrative Assistant • Bookkeeper / Accounting Clerk • Scheduler / Operations Coordinator • Management and Supervision in a variety of industries According to the California Employment Development Department, the median annual salary for a customer service representative in California was \$37,893 in 2017. The agency predicts a 14.9 percent increase in available jobs statewide through 2024. The state's median annual salary for an office/administrative supervisor was \$58,662 in 2017.

Net Annual Labor Demand

Enter the estimated number of annual job openings, minus the annual number of program completers of other programs within the college service areas. The figure entered must be greater than zero and the number entered here must be explicitly stated in the analysis and consistent with the supporting documentation:

230

Advisory Committee Recommendations

Advisory Committee Members

n/a

Summary of Recommendations

n/a

Include Advisory Committee Minutes with Attachments NoSupporting Documents

Attached File

Supporting document - VOCE Certificate of Completion - Microsoft Office.docx (/Form/Program/_DownloadFile/279/2757?fileId=98)

Certificate of Completion Program Narrative - Microsoft Office Computer Skills.docx (/Form/Program/_DownloadFile/279/2757?fileId=203)

Library Resources

Percentage of courses offered distance learning

The description of instructional materials, support materials, and equipment required to implement the proposed new course, and that is to be provided by the Learning Resources Center, has been reviewed by the course initiator and faculty librarian.

The college has sufficient instructional resources presently available for support of this course. No

The college instructional resources are not presently adequate to support the teaching of this course. Yes

Approximate cost of additional materials and equipment to implement new curriculum

104.00

Additional comments:

The library does not own adequate resources to support two of the courses in this program (identified individually during course review): VOCE 7105 and VOCE 7107. The cost to purchase texts for these two courses is approx. \$104.

Feasibility Analysis - Dean's Page

Program Title Microsoft Office Basics**Top Code** 0514.00 - Office Technology/Office Computer Applications**CIP Code****Lecture Load** 0.28**Lab Load****Total Workload** 0.28**New Faculty****New Equipment Needs****Facilities/Repairs****New Support Staff****Library Materials** 104.00**Other****Total Fiscal Impact** 104.00**Gainful Employment**

Indicate if the program meets U.S. Department of Education gainful employment criteria. A complete set of resource documents is available on the U.S. Department of Education website under the Gainful Employment Information section (www.ifap.ed.gov/GainfulEmploymentInfo)

Feasibility Analysis

Consider appropriateness to AHC mission, CCC mission, demonstrated need/demand, enrollment projections data, labor market info, availability of adequate college resources, including library instructional materials, and services.

Course Review Date**Program Review Date****The program is feasible:**

Projecting 20 annual completers: 20 students x 80-90 hrs. = 3.05-3.43 FTES = \$15,603.81 - \$17,554.29

The program is not feasible:**Funding Source/Plan**Codes

Special Dates

Instructional Services

Date Reviewed Semester Spring**Year** 2017**Catalog Term****Top Code** 0514.00 - Office Technology/Office Computer Applications**Program Control Number** 5678**Is CDCP** No**Originator** Joan Bergstrom-Smith**Origination Date** 12/07/2017**Comments**

Program Control Number is a placeholder. To be completed later by Chancellor's office.

CCCCO Entry

Program Goal CTE (all non-ADT awards with CTE TOP-Codes)**TOP Code** 0514.00 - Office Technology/Office Computer Applications**Hours for Degree Major/Emphasis (Minimum)****Hours for Degree Major/Emphasis (Maximum)****Total Hours (Minimum)****Total Hours (Maximum)****Annual Completers****Faculty Workload**

0.28

New Faculty Position**New Equipment****New/Remodeled Facilities****Library Materials** 104.00**Gainful Employment** Yes**Net Annual Labor Demand** 230**Program Review Date****Apprenticeship** No**Distance Education Percentage****District Governing Board Approval Date**

ACTION ITEM

To: Board of Trustees	Date: December 11, 2018
From: Superintendent/President	
Subject: Salary Schedule Revisions for Executive Management Employees	Item Number: 14.C.
Strategic Goal: Goal IR1: To recruit and retain quality employees.	Enclosures: Page 1 of 2

BACKGROUND

In line with similar adjustments received by other employee groups, the attached salary schedule (SS-2) represents the 2018-19 California State Adopted Budget for Cost of Living Adjustment (COLA) of 2.71% applicable to executive management employees.

The new schedule reduces the number of steps to six and implements a five percent difference between steps. The new schedule was shared with College Council at its November 21 meeting.

The new schedule will remain static (no COLA adjustments) for the 2019-20 and 2020-21 fiscal years. Effective for the 2019-2020 fiscal year, executive managers will forgo the \$300 annual wellness reimbursement.

FISCAL IMPACT

The cost to the unrestricted general fund is approximately \$36,194 for the 2018-2019 fiscal year and will be included in the 2018-2019 fiscal year budget.

RECOMMENDATION

Staff recommends that the board of trustees approve the revised salary schedules for Executive Management Employees SS-2, as presented, to be effective January 1, 2019.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
---	--------------------

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
EXECUTIVE MANAGEMENT SALARY SCHEDULE
EFFECTIVE 01/01/2019

<u>RANGE</u>	<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>	<u>STEP D</u>	<u>STEP E</u>	<u>STEP F</u>
1	151,712	159,298	167,263	175,626	184,407	193,627

SS-02
2.71% COLA
5% between steps
12/11/2018

EXECUTIVE POSITIONS

Associate Superintendent/Vice President, Academic Affairs

Associate Superintendent/Vice President, Student Services

Associate Superintendent/Vice President, Finance & Administration

Vice President, Institutional Effectiveness

STEP INCREASES

Annual step movement is not automatic, but contingent upon satisfactory work performance and the recommendation of the superintendent/president.

DOCTORAL STIPEND

All administrators holding an earned doctorate from an accredited institution will receive a doctoral stipend of \$2,500.

LONGEVITY INCREASES

Longevity increases of 1.25 percent of base pay will be based on a full one-year work period after the final step of the range is reached. Longevity increases shall be granted on July 1 of any fiscal year.

Employees eligible for their first longevity increase shall receive a pro-rata adjustment based on their anniversary date. Subsequent increases shall be based on a one-year cycle and calculated at an increment of 1.25 percent of the base salary for each longevity period.

Longevity increments are not automatic but are contingent upon satisfactory work performance and the recommendation of the superintendent/president.

**ACTION ITEM**

To: Board of Trustees	Date: December 11, 2018
From: Superintendent/President	
Subject: Student Worker Salary Schedule Revisions for Student Workers	Item Number: 14.D.
Strategic Goal: Goal SLS8: Value student contributions	Enclosures: Page 1 of 3

BACKGROUND

The revised Student Worker Salary Schedule (SS-85) is being presented to the board of trustees for approval due to the state minimum wage increase to \$12.00 per hour effective January 1, 2019. The proposed revision would increase the hourly rate for each of the five student worker categories by at least \$1.00.

FISCAL IMPACT

The cost to the unrestricted general fund is approximately \$21,245 for the 2018-2019 fiscal year and is included in the 2018-2019 fiscal year budget.

(Continued)

RECOMMENDATION

Staff recommends that the board of trustees approve the proposed revised Student Worker Salary Schedule (SS-85), effective January 1, 2019, as presented.

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
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**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
STUDENT WORKER SALARY SCHEDULE**

Effective January 1, 2018

Category	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate
	Step 1	Step 2	Step 3	Step 4
	January 1, 2019	January 1, 2020	January 1, 2021	January 1, 2022
Student Worker 1	\$11.00 <u>\$12.00</u>	<u>\$13.00</u>	<u>\$14.00</u>	<u>\$15.00</u>
Student Worker 2 (advanced assignment)	\$11.25 <u>\$12.50</u>	<u>\$13.50</u>	<u>\$14.50</u>	<u>\$15.50</u>
Student Worker 3 (advanced assignment)	\$11.50 <u>\$13.00</u>	<u>\$14.00</u>	<u>\$15.00</u>	<u>\$16.00</u>
Student Worker 4	\$12.25 <u>\$13.50</u>	<u>\$14.50</u>	<u>\$15.50</u>	<u>\$16.50</u>
Student Worker 5	\$11.00 <u>\$12.00</u> and up	<u>\$13.00 and up</u>	<u>\$14.00 and up</u>	<u>\$15.00 and up</u>

Student Worker 1: Includes various beginning level assignments under the student worker title, such as:

Peer advisor	Grounds worker	Children's Center worker
Peer educator	Clerical worker	Cafeteria worker
Tutor	Media Services assistant	Cashier
Custodial worker	Reader	*Categorical/grant-funded worker
Maintenance worker	Lab assistant	

Student Worker 2: Requires that a student worker:

1) has worked at least one semester in the position; 2) has received good evaluations; 3) has been assigned advanced responsibilities; and 4) funding is available in the individual department budget. This is not an automatic step up from student worker 1.

Student Worker 3: Requires that a student worker:

1) has worked at least two semesters in the position; 2) has received good evaluations; 3) has been assigned advanced responsibilities; and 4) funding is available in the individual department budget. This is not an automatic step up from student worker 2.

Student Worker 4: Limited to Facilitator, Learning Facilitator, and *categorical or grant-funded student worker.

Student Worker 5: Includes (a) **OFF-CAMPUS** Federal Work Study (FWS) and CalWORKs Work Study (CWS) students whose pay is based on specific contract agreements and (b) **grant-funded student workers or student tutors.

ON-CAMPUS FWS and CWS Work Study: Pay level is determined by criteria of categories 1 through 4.

*Categorical or grant-funded student worker: Student workers funded by various categorical programs or grants whose pay level falls within one of these categories but is determined by the specifics of the grant. Hourly rate must comply with categorical/grant requirements and restrictions.

**Grant-funded tutors: ~~The category 5 student tutor is not required to be enrolled part time in Allan Hancock College classes, but otherwise must be enrolled part or full time in another community college or four-year university. The student tutor must provide the district with proof of his or her enrollment status during the appropriate verification~~

~~periods. All other student workers must be Allan Hancock College students. (*Temporary Employees of a Community College District* workbook, 2011, Liebert Cassidy Whitmore)~~

SS-85

Rev. 11-01-17

**ACTION ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	December 11, 2018
Subject: Support for the California Community College Affordability Proposal	Item Number: 14.E.
Strategic Goal: Goal SLS2: To support student access, achievement, and success.	Enclosures: Page 1 of 4

BACKGROUND

Last Thursday, the California Community College Chancellor's Office presented our 2019-20 Budget Request financial aid proposal to the California Student Aid Commission. In response, the Commission took action to endorse a proposal that mirrors the CCCCO request. The Commission request includes provisions to expand Cal Grant eligibility to more low-income students and base award amounts on the total cost of attendance rather than tuition and fees. The Chancellor is asking that districts offer formal support for the principles outlined in the request:

- All students attending the California Community Colleges should be eligible for California's need-based financial aid program—regardless of their age, time out of high school or their prior academic history.
- We must link students' financial aid award to their total cost of attendance—not just the tuition and fees paid directly to the colleges.
- Students come to the California Community Colleges with many educational goals and they should receive financial support to allow them to achieve those goals.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees support the principles for expanding student financial aid to better serve California Community College students.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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A Proposal to Support Community College Affordability

California boasts the nation's broadest commitment to making college accessible and affordable for all of its residents. The Master Plan for Higher Education in California commits the state to providing a place in one of the state's public institutions to all those who could benefit—relying on the 115 California Community Colleges to serve the top 100 percent of students. At the same time, for those students who continue their educational journeys at the community colleges, state policy reinforces two deeply concerning inequities. The state budgets the lowest funding, on a per-student basis, to the community colleges, and existing policy makes relatively few resources available to students to support the total cost of community college attendance.

To ensure a meaningful commitment to higher education access and success, California must make a greater investment in California Community College students. In doing so, attending college must become more affordable for students—which is a proven strategy to encourage student success, especially for low-income students—by providing greater need-based grant aid and establishing a reasonable price students pay toward their own education. Simultaneously, the California Community Colleges will make a clear commitment to ensure that investment pays off by putting students on Guided Pathways to completion. Finally, state policy must ensure (1) students are not required to work an unreasonable number of hours in order to afford college and avoid unmanageable loan debt, and (2) when students work, it should complement their classroom-based learning.

The California Community Colleges Board of Governors has approved a proposal to expand student financial aid based on three principles:

- **If a student is attending the California Community Colleges, we must serve the needs that they have—regardless of their age, time out of high school or their prior academic history.** Under the proposal, all California Community College students would be eligible for need-based financial aid. To apply for an award, a student would be required to file a timely Free Application for Federal Student Aid or a California Dream Act, as applicable. Using these forms makes sure that students maximize the aid already available. The Board of Governors proposal represents a commitment on the part of the California Community Colleges to guide students in a timely manner through pathways toward their academic goals. Therefore, we would expect that the new grant would make this aid available for up to two years, adjusted proportionally for part-time attendance. To renew awards, students would be required to maintain satisfactory academic progress—as is currently required for other grants.

- **We must link a student’s financial aid to the total cost of attendance—not just the tuition and fees they pay directly to the colleges.** The total cost of attendance consists costs of tuition, fees, housing, transportation, food, books, and supplies. For students enrolled at California Community Colleges, the living costs generally exceed their tuition and fees. Therefore, the total cost of education must be the starting point for the new grant program design. The program would assume that students may have resources available to support some of these costs, including: (1) a student’s expected family contribution (EFC) as determined pursuant to existing policies; (2) other gift aid, including the Pell Grant, the Cal Grant, the existing California College Promise Grant (formerly titled the BOG Fee Waiver), and the Student Success Completion Grant; and, (3) an amount that a student is expected to contribute from work—with our commitment to better link the classroom to the workplace and student career goals. The remaining amount would be funded through the new grant created by this program. This support would help more students attend college full-time and graduate on time. For those for whom part-time attendance better aligns with their needs, the new grant would be adjusted proportionately.
- **Students come to the California Community Colleges with many educational goals—not necessarily to earn degrees or transfer, and students with other goals should receive financial support to allow them to achieve those goals. California’s future—and its economy—requires that commitment.** Therefore, the new grant would allow students enrolled in any community college program that meets the requirements for the federal Pell Grant to be eligible for this grant.

New investments in financial aid should challenge the California Community Colleges to do more to improve student success. The Board of Governors embraces that challenge. As a condition of a college’s participation in the program, a college would need to commit to ongoing reform. This includes providing students in K-12 schools with early information about college, establishing formal partnerships with their local school districts, placing more students initially in college-level courses (rather than developmental education), reorganizing their institutions to offer students Guided Pathways, and making federal loans available to students who need it (which alleviates pressure for those students to take out risky private loans).

We are one education system, and all of our students are all of our responsibilities. Students come to our colleges from many places—having attended schools and colleges before they come to us and intending to seek further education after they leave. Many attend multiple institutions simultaneously. This proposal seeks to address one set of inequities—for the benefit of all Californians.

HOW A NEW GRANT WOULD REDUCE THE PRICE STUDENTS PAY TO ATTEND CALIFORNIA COMMUNITY COLLEGES

	Total Cost of Attendance
+	<ul style="list-style-type: none">• <i>Tuition and Fees</i>• <i>Books, Supplies, Transportation, and Other Personal Expenses</i>• <i>Room and Board</i>
—	Expected Family Contribution
	Existing Grants
—	<ul style="list-style-type: none">• <i>Pell Grant</i>• <i>Cal Grant</i>• <i>Existing California College Promise Grant (BOG Fee Waiver)</i>• <i>CCC Student Success Completion Grant</i>
—	Reasonable Contribution from Student Earnings or Other Resources
<hr/>	
=	Additional Grant Funds Awarded to Student through New Grant

INFORMATION ITEM

To:	Board of Trustees	Date:	
From:	Superintendent/President		December 11, 2018
Subject:	First Reading: Revised Administrative Procedure 5520, Student Discipline Procedures	Item Number:	15.A.
Strategic Goal:	Goal SLS2: To support student access, achievement, and success.	Enclosures:	Page 1 of 24

BACKGROUND

Revised administrative procedure 5520, Student Discipline Procedures, is legally required. The updates clarify the discipline process and new guidance for academic honesty. The revisions to the administrative procedure have been vetted through the shared governance process.

Administrator Initiating Item: Nohemy Ornelas	Final Disposition:
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Allan Hancock Joint Community College District
Administrative Procedure
 Chapter five – Student Services

AP 5520 STUDENT DISCIPLINE PROCEDURES

The purpose of this procedure is to provide a prompt and equitable means to address violations of the Standards of Student Conduct, which guarantees to the student or students involved the due process rights guaranteed them by state and federal constitutional protections. This procedure will be used in a fair and equitable manner, and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

These Administrative Procedures are specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, and by Education Code Section 76120, and will not be used to punish expression that is protected.

Definitions:

District — ~~The Allan Hancock Joint Community College District.~~

Student — ~~Any person currently enrolled as a student at any college or in any program offered by the District.~~

Instructor — ~~Any academic employee of the District in whose class a student subject to discipline is enrolled, or counselor who is providing or has provided services to the student, or other academic employee who has responsibility for the student's educational program.~~

Short-term Suspension — ~~Exclusion of the student by the Superintendent/President for good cause from one or more classes for a period of up to ten consecutive days of instruction.~~

Long-term Suspension — ~~Exclusion of the student by the Superintendent/President for good cause from one or more classes for the remainder of the school term, or from all classes and activities of the college for one or more terms.~~

Expulsion — ~~Exclusion of the student by the Board of Trustees from all colleges in the District for one or more terms.~~

Removal from class—Exclusion of the student by an instructor for the day of the removal and the next class meeting.

Written or verbal reprimand—An admonition to the student to cease and desist from conduct determined to violate the Standards of Student Conduct. Written reprimands may become part of a student's permanent record at the college. A record of the fact that a verbal reprimand has been given may become part of a student's record at the college for a period of up to one year.

Withdrawal of Consent to Remain on Campus—Withdrawal of consent by the Chief Student Services Officer or designee for any person to remain on campus in accordance with Penal Code Section 626.4 where the Chief Student Services Officer or designee has reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus.

Day—Days during which the District is in session and regular classes are held, excluding Saturdays and Sundays.

Short-term Suspensions, Long-term Suspensions, and Expulsions: Before any disciplinary action to suspend or expel is taken against a student, the following procedures will apply:

- **Notice**—The Dean of Student Services or designee will provide the student with written notice of the conduct warranting the discipline. The written notice will include the following:
 - the specific section of the Standards of Student Conduct that the student is accused of violating.
 - a short statement of the facts supporting the accusation.
 - the right of the student to meet with the Dean of Student Services or designee or designee to discuss the accusation, or to respond in writing.
 - the nature of the discipline that is being considered.
- **Time limits**—The notice must be provided to the student within 15 days of the date on which the conduct took place; in the case of continuous, repeated or ongoing conduct, the notice must be provided within seven days of the date on which conduct occurred which led to the decision to take disciplinary action.
- **Meeting**—If the student chooses to meet with the Dean of Student Services or designee, the meeting must occur no sooner than ten days after the notice is provided. At the meeting, the student must again be told the facts leading to the accusation, and must be given an opportunity to respond verbally or in writing to the accusation.

Short-term Suspension—Within seven days after the meeting described above, the Superintendent/President shall, pursuant to a recommendation from the Dean of Student Services or Designee, decide whether to impose a short-term suspension, whether to impose some lesser disciplinary action, or whether to end the matter. Written notice of the Superintendent/President's decision shall be provided to the student. The District will

~~send notice to the student by first class mail at his or her last address on file with the District. The notice will include the length of time of the suspension, or the nature of the lesser disciplinary action. The Superintendent/President's decision on a short-term suspension shall be final.~~

~~**Long-term Suspension** — Within seven days after the meeting described above, the Superintendent/President shall, pursuant to a recommendation from the Dean of Student Services or designee decide whether to impose a long-term suspension. Written notice of the Superintendent/President's decision shall be provided to the student. The District will send notice to the student by first class mail at his or her last address on file with the District. The notice will include the right of the student to request a formal hearing before a long-term suspension is imposed, and a copy of this policy describing the procedures for a hearing.~~

~~**Expulsion** — Within ten days after the meeting described above, the Superintendent/President shall, pursuant to a recommendation from the Dean of Student Services, decide whether to recommend expulsion to the Board of Trustees. Written notice of the Superintendent/President's decision shall be provided to the student. The District will send notice to the student by first class mail at his or her last address on file with the District. The notice will include the right of the student to request a formal hearing before expulsion is imposed, and a copy of this policy describing the procedures for a hearing.~~

~~**Hearing Procedures** — Request for Hearing.~~

~~Within seven days after serving the Superintendent/President's decision regarding a long-term suspension or expulsion, the student may request a formal hearing. The request must be made in writing to the Superintendent/President or designee.~~

~~**Schedule of Hearing** — The formal hearing shall be held within **ten** days after a formal request for hearing is received.~~

~~**Hearing Panel** — The hearing panel for any disciplinary action shall be composed of one administrator, two faculty member and two full-time students appointed by the Associated Student Body Government (ASBG).~~

~~The Superintendent/President, the President of the Academic Senate, and the AS president shall each, at the beginning of the academic year, establish a list of at least five persons who will serve on student disciplinary hearing panels. The Superintendent/President shall appoint the hearing panel from the names on these lists. However, no administrator, faculty member or student who has any personal involvement in the matter to be decided, who is a necessary witness, or who could not otherwise act in a neutral manner shall serve on a hearing panel.~~

~~**Hearing Panel Chair** — The Superintendent/President shall appoint one member of the panel to serve as the chair. The decision of the hearing panel chair shall be final on all~~

~~matters relating to the conduct of the hearing unless there is a vote by both other members of the panel to the contrary.~~

Conduct of the Hearing:

~~The members of the hearing panel shall be provided with a copy of the accusation against the student and any written response provided by the student before the hearing begins.~~

~~The facts supporting the accusation shall be presented by a college representative who shall be the Dean of Student Services or designee.~~

~~The college representative and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter.~~

~~Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.~~

~~Unless the hearing panel determines to proceed otherwise, the college representative and the student shall each be permitted to make an opening statement. Thereafter, the college representative shall make the first presentation, followed by the student. The college representative may present rebuttal evidence after the student completes his or her evidence. The burden shall be on the college representative to prove by the preponderance of the evidence that the facts alleged are true.~~

~~The student may represent himself/herself, and may also have the right to be represented by a person of his/her choice except the student shall not be represented by an attorney unless, in the judgment of the hearing panel, complex legal issues are involved. If the student wishes to be represented by an attorney, a request must be presented not less than five days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the college representative may request legal assistance. The hearing panel may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.~~

~~Hearings shall be closed and confidential unless the student requests that it be open to the public. Any such request must be made no less than five days prior to the date of the hearing.~~

~~In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the panel agree to the contrary.~~

~~The hearing shall be recorded by the District either by tape recording or stenographic recording, and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the hearing panel chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. Tape recording shall remain in the custody of the District at all times, unless~~

~~released to a professional transcribing service. The student may request a copy of the tape recording.~~

~~All testimony shall be taken under oath; the oath shall be administered by the hearing panel chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape recorded is not unavailable.~~

~~Within ten days following the close of the hearing, the hearing panel shall prepare and send to the Superintendent/President a written decision. The decision shall include specific factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section of the Standards of Student Conduct were violated. The decision shall also include a specific recommendation regarding the disciplinary action to be imposed, if any. The decision shall be based only on the record of the hearing, and not on matter outside of that record. The record consists of the original accusation, the written response, if any, of the student, and the oral and written evidence produced at the hearing.~~

~~Superintendent/President's Decision:~~

~~Long-term suspension — Within ten days following receipt of the hearing panel's recommended decision, the Superintendent/President shall render a final written decision. The Superintendent/President may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the Superintendent/President modifies or rejects the hearing panel's decision, the Superintendent/President shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the Superintendent/President shall be final.~~

~~Expulsion:~~

~~Within ten days following receipt of the hearing panel's recommended decision, the Superintendent/President shall render a written recommended decision to the Board of Trustees. The Superintendent/President may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the Superintendent/President modifies or rejects the hearing panel's decision, he or she shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The Superintendent/President decision shall be forwarded to the Board of Trustees.~~

~~Board of Trustees' Decision:~~

~~The Board of Trustees shall consider any recommendation from the Superintendent/President for expulsion at the next regularly scheduled meeting of the Board after receipt of the recommended decision.~~

~~The Board shall consider an expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting in accordance with these procedures (Education Code Section 72122).~~

~~The student shall be notified in writing, by registered or certified mail or by personal service, at least three days prior to the meeting, of the date, time, and place of the Board's meeting.~~

~~The student may, within 48 hours after receipt of the notice, request that the hearing be held as a public meeting.~~

~~Even if a student has requested that the Board consider an expulsion recommendation in a public meeting, the Board will hold any discussion that might be in conflict with the right to privacy of any student other than the student requesting the public meeting in closed session.~~

~~The Board may accept, modify, or reject the findings, decisions, and recommendations of the Superintendent/President or the hearing panel. If the Board modifies or rejects the decision, the Board shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the Board shall be final.~~

~~The final action of the Board on the expulsion shall be taken at a public meeting, and the result of the action shall be a public record of the District.~~

~~Immediate Interim Suspension~~ (Education Code Section 66017):

~~The Superintendent/President may order immediate suspension of a student where he/she concludes that immediate suspension is required to protect lives or property and to ensure the maintenance of order. In cases where an interim suspension has been ordered, the time limits contained in these procedures shall not apply, and all hearing rights, including the right to a formal hearing where a long-term suspension or expulsion is recommended, will be afforded to the student within ten days.~~

~~Removal from Class~~ (Education Code Section 76032):

~~Any instructor may order a student removed from his/her class for the day of the removal and the next class meeting. The instructor shall immediately report the removal to the Dean of Student Services or designee. The Dean of Student Services or designee shall arrange for a conference between the student and the instructor regarding the removal. If the instructor or the student requests, the Dean of Student Services or designee shall attend the conference. The student shall not be returned to the class during the period of the removal without the concurrence of the instructor. Nothing herein will prevent the Dean of Student Services or designee from recommending further disciplinary procedures in accordance with these procedures based on the facts which led to the removal.~~

~~Withdrawal of Consent to Remain on Campus:~~

~~The Dean of Student Services or designee may notify any person for whom there is a reasonable belief that the person has willfully disrupted the orderly operation of the campus that consent to remain on campus has been withdrawn. If the person is on campus at the time, he/she must promptly leave or be escorted off campus. If consent is~~

~~withdrawn by the Dean of Student Services Officer a written report must be promptly made to the Superintendent/President.~~

~~The person from whom consent has been withdrawn may submit a written request for a hearing on the withdrawal within the period of the withdrawal. The request shall be granted not later than seven days from the date of receipt of the request. The hearing will be conducted in accordance with the provisions of this procedure relating to interim suspensions.~~

~~In no case shall consent be withdrawn for longer than 14 days from the date upon which consent was initially withdrawn.~~

~~Any person as to whom consent to remain on campus has been withdrawn who knowingly reenters the campus during the period in which consent has been withdrawn, except to come for a meeting or hearing, is subject to arrest (Penal Code Section 626.4).~~

Time Limits:

~~Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.~~

A. DEFINITIONS AND GUIDELINES GOVERNING THESE PROCEDURES

~~The following guidelines govern the procedures described in this Administrative Procedure.~~

1. Definitions

- a) District means the Allan Hancock College Community College District.
- b) Student means any person currently enrolled in any program offered by the District.
- c) Faculty Member means any academic or service faculty of the District.
- d) Property means (i) any District-owned or controlled property, including off-campus leased facilities; and (ii) other facilities owned or controlled by entities other than the District where District-sponsored activities take place, including but not limited to performances, concerts, and sporting events.
- e) Chief Student Services Officer means the Vice President, Student Services or other Superintendent/ President designee.
- f) When determining response time, day means any day, excluding Saturdays, Sundays, and holidays, during which the District is open.
- g) Standards of Student Conduct mean the rules listed in Board Policy and Administrative Procedure 5500 Standards of Student Conduct.
- h) Sanctions means any official disciplinary action taken by the college against a student who has been found to be in violation of the Standards of Student Conduct.

2. Guidelines

a) Proceeding in Absentia:

In any proceeding or hearing at which the student has a right to attend and participate, if the student fails to attend or participate and appropriate notice has been given per section 2(e), the proceeding or hearing may take place in the student's absence and the student will be bound by the result of the proceeding or hearing as if the student had attended and participated.

b) Continuances:

The District or student(s) directly involved in the violation of the Standards of Student Conduct may seek a continuance of any hearing date or deadline based upon a showing of good cause. Requests for a continuance shall be decided by the Chief Student Services Officer or designee, unless the continuance concerns an expulsion hearing by the Board of Trustees, in which case the continuance request shall be decided by the President of the Board.

c) Repeat Offenders:

Subsequent violations of the Standards of Student Conduct by a student who has been previously disciplined will ordinarily be subject to more severe disciplinary actions than might be imposed for a first offense.

d) Notices to a Student's Parent:

Where a student who is the subject of a disciplinary proceeding is a minor, notices and disciplinary decisions served upon the student shall also be sent to the parents or guardian of the student in the same manner and with the same effect as set forth in paragraph e, below.

e) Notification Process:

Whenever a notice or disciplinary decision is required to be served upon a student, it shall be sent via email to the student's District-assigned email. Additionally, it may be sent via certified mail, postage paid and addressed to the last mailing address of the student on file with the District. Notice served by any of these methods shall be presumed to have been received by the student. Notice may also be served by personal service.

B. JURISDICTION

The District may discipline students who have violated the Standards of Student Conduct. Students may be disciplined (including removal, suspension, or expulsion) where, based upon the facts and circumstances of the offense, the District determines that the violation is related to college activity or college attendance on or off-campus.

C. COMMENCING THE DISCIPLINARY PROCESS

Any District employee or student may file a written complaint with the Chief Student Services officer or designee against any student for violating the Standards of Student Conduct. Before any formal disciplinary proceeding is commenced, the complaining party and student alleged to have violated the Standards of Student Conduct are encouraged

to try to informally resolve the complaint. The Chief Student Services Officer or designee is available to assist the parties in mediating this informal process.

D. DISCIPLINARY ACTIONS

If a student violates the Standards of Student Conduct, the District may initiate the disciplinary actions listed below. These disciplinary actions are listed in order of severity but are not sequential steps, which must be followed in the discipline process. The District will determine which disciplinary action is appropriate in each case based upon the severity of the student misconduct and the prior discipline record of the student.

1. Warning

A warning is a verbal or written notice to the student that continuing or repeating the student's misconduct may be cause for more severe disciplinary action. A faculty member or administrator shall issue such a warning. A student has no right to appeal or to a due process hearing (Education Code Section 76031).

2. Removal by Instructor

A faculty member may remove a student from class when the student's conduct interferes with the instructional process on the day the interference occurs and, at the option of the faculty member, for the next class meeting. The faculty member shall immediately report the removal in writing to the Vice President of Student Services Office. Records of the removal shall be retained in the office of the Vice President, Student Services. A student who has been removed has no right to appeal or to a due process hearing (Education Code Section 76032). The student is responsible for any assignments or academic work missed as a result of the removal.

3. Official Reprimand

An official reprimand is a record that a student violated the Standards of Student Conduct. The reprimanded student shall be notified in writing that a further violation of the Standards of Student Conduct may result in additional disciplinary action against him/her. The Chief Student Services Officer or designee shall issue the official reprimand. Records of official reprimands shall be retained in the office of the Vice President Student Services Office and in the student's file. A student who has been issued an official reprimand has no right to appeal or to a due process hearing (Education Code Section 76031).

4. Restitution

Monetary restitution may be imposed whenever District property has been damaged or destroyed and/or whenever District funds have been fraudulently received or used for an unauthorized purpose. The Chief

Student Services Officer or designee will place a hold on all student records until the monetary restitution is cleared.

5. Hold on Records

The Chief Student Services Officer or designee may place a hold on all student records. Such holds may be removed once the Preliminary Meeting is held (see Section E.2).

6. Disciplinary Probation

Disciplinary probation may consist of removal from all college clubs and organizations and denial of privileges of participating in all District or student- sponsored activities including public performances. Disciplinary probation may be imposed for a period not to exceed one year and can be rendered by an administrator. Notification of disciplinary probation actions shall be immediately reported in writing to the Chief Student Services Officer or designee. A student placed on disciplinary probation may appeal to the Chief Student Services Officer or designee. Records of disciplinary probation actions shall be retained in the office of the Vice President Student Services and in the student's file. A student has no right to appeal or to a due process hearing (Education Code Section 76031).

7. Summary Suspension

Where an immediate suspension is required in order to protect lives or property and to ensure the maintenance of order, the Chief Student Services Officer or designee may summarily suspend a student. A hearing shall be conducted within ten (10) days from the date the student is suspended utilizing the procedures set forth in Section E.2, Preliminary Meeting. At that hearing, if the District determines to reverse the summary suspension, the student will be allowed to make up any coursework missed during the summary suspension. If the District determines to uphold the summary suspension, the District may also decide to impose additional discipline. Records of the interim suspension shall be retained in the office of the Vice President Student Services Office in the student's file (Education Code Section 66017).

8. Disciplinary Suspension

Disciplinary suspension is a penalty for repeated, continued, or serious violations of the Standards of Student Conduct. A student may be suspended from one or more classes for a period of up to ten (10) days of instruction; from one or more classes for the remainder of the term; or from all classes and activities of the District for one or more terms. A suspended student may also be prohibited from occupying any portion of the campus and be denied participation in any or all college activities. Disciplinary suspensions shall be initiated by the Chief Student Services Officer or designee and are subject to the Due Process Hearing and Appeal Procedures set forth in Section E. Records of disciplinary suspensions shall

be retained in the office of the Vice President Student Services Office in the student's file (Education Code Sections 66017, 76030, and 76031).

9. Expulsion

Expulsion is the permanent and unconditional removal of a student from the District. A student may be expelled only by the Board of Trustees upon recommendation of the Superintendent/President. The expulsion of a student is initiated by the Chief Student Services Officer and is determined according to the Due Process Hearing and Appeal Procedures set forth in Sections E and F (Education Code Section 76030).

E. DUE PROCESS HEARING AND APPEAL PROCEDURES

A student may only be suspended (other than a summary suspension) or expelled if the District substantially complies with the following due process hearing and appeal procedures. Additionally, this due process hearing and appeal procedure is utilized for students who have been subject to summary suspension. The District will have substantially complied with these procedures unless the student alleged to have violated the Standards of Student Conduct can prove that any variance from these procedures resulted in him/her being suspended or expelled based upon unfair or mistaken findings of misconduct.

1. Initiating a Charge of Misconduct

The representative of the District or other person having knowledge of the violation of the Standards of Student Conduct shall submit a written account to the Chief Student Services Officer or designee detailing the alleged violation. The written account should, to the extent possible, include a specific description of the alleged misconduct, the dates and times when the alleged misconduct occurred, the names and contact information of any witnesses, and any documentary or other evidence relevant to the alleged violation. The Chief Student Services Officer or designee may withhold the names of any witnesses from the Statement of Charges if the Chief Student Services Officer or designees determines that disclosure of the identity of the witness would subject the witness to an unreasonable risk of psychological or physical harm.

2. Notifying the Student of the Misconduct Charge: Preliminary Meeting

A student charged with violations of the Standards of Student Conduct shall be notified that they are required to meet with the Chief Student Services Officer or designee to discuss such alleged violations and any disciplinary action that may or will result if such charges are found to be true. The notice to attend the Preliminary Meeting may be verbal or written and it may be hand-delivered, emailed to the student's District-assigned email, or mailed to the student's address on file in the Admissions and Records Office.

At the Preliminary Meeting with the Chief Student Services Officer or designee, the student shall be given a copy of the Standards of Student Conduct and a written statement of the alleged violation(s). The student will be given a reasonable opportunity to answer each alleged violation(s) and to present evidence demonstrating that the student did not commit those violations. The student will be informed of any possible disciplinary action(s) that may or will be taken. The student will be provided notice of further meetings if the Chief Student Services Officer or designee deems such further meeting(s) necessary. The student will be provided written notice of his/her/their right to a hearing before the Student Disciplinary Committee on the matter before a suspension or expulsion is imposed.

3. Imposition of Discipline by the Chief Student Services Officer

If, after reviewing the situation with the student, the Chief Student Services Officer concludes that disciplinary action is appropriate the Chief Student Services Officer or designee shall send a letter to the student, in the manner required by section A.2.e of these procedures, imposing one or more of the following types of disciplinary action: Warning; Official Reprimand; Disciplinary Probation; Summary Suspension; Disciplinary Suspension; Restitution; or Hold on Records. The Chief Student Services Officer or designee may also recommend that a student be expelled but may not impose that discipline. The Chief Student Services Officer or designee may impose the foregoing discipline or may recommend expulsion even if the student does not participate in a meeting with the Chief Student Services Officer or designee per section A.2.a of these procedures.

In a case where the Chief Student Services Officer or designee decides to impose any discipline other than (1) suspension or (2) a recommendation of expulsion, the decision of the Chief Student Services Officer or designee shall be final. In a case where the Chief Student Services Officer or designee decides to impose a suspension or to recommend expulsion, the student shall have the right to request a hearing before the Student Disciplinary Committee.

That request must be made in writing and sent to the Chief Student Services Officer or designee postmarked within ten (10) days of notice of the decision of the Chief Student Services Officer or designee, or hand-delivered by the student or designee and received and receipted by the Chief Student Services Officer or designee within ten (10) days from the date of notification to the student of the Chief Student Services Officer or designee's decision.

If a student does not request a hearing, the imposition of a suspension by the Chief Student Services Officer or designee shall be final. If the recommended discipline is that of expulsion, this recommendation shall be forwarded to the Superintendent/President without any intermediate review

by the Student Disciplinary Committee pursuant to section F.1 of these procedures.

4. Notice of and Right to Appear at a Disciplinary Hearing in Cases of Suspension or Expulsion

If the student has requested a hearing to challenge the imposition of a suspension or a recommendation of expulsion, the Chief Student Services Officer or designee shall prepare a detailed Statement of Charges specifying the (a) alleged misconduct, (b) evidence in support of the charges, and (c) proposed discipline the District intends to take against the student. The Chief Student Services Officer or designee may redact the names of any witnesses from the Statement of Charges if the Chief Student Services Officer or designees determines that disclosure of the identity of the witness would subject the witness to an unreasonable risk of psychological or physical harm.

In addition to the above statement of charges, the Chief Student Services Officer or designee shall serve the student with a Notice of Intended Discipline, which will include (a) a copy of this Administrative Procedure, (b) notice of the date, time and place of the disciplinary hearing, (c) composition of the Student Disciplinary Committee, and (d) notice that the student may be accompanied at the hearing by legal counsel, if so desired. If the student is to be represented by legal counsel, he/she must so notify the Chief Student Services Officer or designee of that fact at least five (5) days prior to the date of the scheduled hearing. The student shall not be represented by an attorney unless, in the judgment of the hearing panel, complex legal issues are involved i.e. freedom of speech, academic freedom. If the student wishes to be represented by an attorney, a request must be presented not less than five days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the college District representative may request legal assistance. The hearing panel may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.

Statement of Charges and Notice of Intended Discipline are served upon the student if it is served by email or personal service, or within thirteen (13) days if it is served by mail. This deadline may be extended under extenuating circumstances as determined by the Chief Student Services Officer or designee on their own initiative and at their sole discretion. Absent extenuating circumstances, requests to reschedule submitted by the student must be submitted to the Chief Student Services Officer or designee with an explanation for their request at least five (5) days prior to the hearing.

If the student does not appear at the disciplinary hearing, no hearing need take place and (a) in cases where the Chief Student Services Officer or designee has imposed a suspension, the suspension shall be final; (b) in cases where the Chief Student Services Officer or designee has recommended expulsion, that recommendation shall be forwarded to the Superintendent/President without any intermediate review by the Student Disciplinary Committee pursuant to section F.1 of these procedures.

5. Disciplinary Hearing

In cases where the student has requested and appears at the disciplinary hearing, the hearing shall be conducted in the following manner.

a. Composition of the Student Disciplinary Committee

At the beginning of each fall term, the Chief Student Services Officer or designee will ensure the Student Disciplinary Committee is appointed for the academic year.

The Chief Student Services Officer or designee shall convene the Student Disciplinary Committee to hear the charges and recommend disciplinary action. The Student Disciplinary Committee shall be comprised as follows:

- i. Two full-time faculty (voting) appointed for one academic year by the president of the Academic Senate. If either or both of these faculty appointees are a direct party to a particular disciplinary case, the Academic Senate president will appoint a substitute for that situation only.
- ii. Chief Student Services Officer or designee, whichever did not render the original decision which is being appealed (non-voting).
- iii. Administrator (voting) appointed for one academic year by the Superintendent/President. If this administrator appointee is a direct party to a particular disciplinary case, the Superintendent/President will appoint a substitute for that situation only.
- iv. Two students (voting) appointed for one academic year by the president of the Associated Student Government (ASBG). If either or both of these student appointees are a direct party to a particular disciplinary case, the ASBG president will appoint a substitute for that situation only.

The administrator shall be the chairperson of the Student Disciplinary Committee except in cases relating to Academic Integrity, when a faculty member will chair.

The Chief Student Services Officer or designee will provide all members of the Student Disciplinary Committee with the Statement of Charges and Notice of Intended Discipline.

All members of the Student Disciplinary Committee who are selected to decide cases involving allegations of sexual assault, dating violence, domestic violence, and stalking, must participate in annual training on non-discrimination; the dynamics of sexual harassment, sexual violence and intimate partner violence; the factors relevant to a determination of credibility; the appropriate manner in which to receive and evaluate sensitive information; the manner of deliberation; evaluation of consent and incapacitation; the application of the preponderance of the evidence standard; sanctioning; and the District's policies and procedures. The training will be coordinated by the Title IX Coordinator.

b. Challenges to the Composition of the Student Disciplinary Committee

The complaining party and the student alleged to have violated the Standards of Student Conduct may submit a written request to the Chief Student Services Officer or designee that a member of the Student Disciplinary Committee be removed. The request must clearly state the grounds to support a claim of bias, conflict of interest, or an inability to be fair and impartial. This challenge must be raised in writing with the Chief Student Services Officer or designee within five (5) days of receipt of the Notice of Intended Discipline. All objections must be raised prior to the commencement of the hearing in alignment with the deadline noted. Failure to object prior to the hearing will forfeit one's ability to appeal the outcome based on perceived or actual bias.

c. Conduct of the Disciplinary Hearing

Persons who are direct parties to the case shall have the right to be present during the hearing proceedings. The student's parent or guardian may also attend the hearing if the student is a minor. Witnesses may be excluded until it is their turn to testify. All hearing proceedings will be tape-recorded. If they are conducted, unless the District and the student agree that a re-hearing is unnecessary and agree to a joint statement of factual findings.

The District and the student may each be represented by legal counsel. If the student is to be represented by legal counsel, he/she must so notify the Chief Student Services Officer or designee of that fact at least five (5) days prior to the date of the scheduled hearing. If the student is not represented by legal counsel, the student may be accompanied by another person at the hearing provided that person does not participate in any way except to offer counsel to the student.

The District and the student shall have the right to call, examine, and cross-examine witnesses at the hearing. The chairperson of the Student Disciplinary Committee may, upon a finding that good cause exists, determine that the disclosure of either the identity of a witness or the testimony of that witness at the hearing, or both, would subject the witness to an unreasonable risk of psychological or physical harm. Upon this determination, the testimony of the witness may be presented at the hearing in the form of sworn declarations which shall be examined only by the members of the Student Disciplinary Committee. Copies of these sworn declarations, edited to delete the name and identity of the witness, shall be made available to the student.

d. Decision of the Student Disciplinary Committee

The members of the Student Disciplinary Committee shall consider and reach a decision by a simple majority vote on each of the charges against the student. The Student Disciplinary Committee shall apply the preponderance of the evidence standard of proof in determining whether the student is found to be in violation of the Standards of Student Conduct.

e. General Evidentiary Rules

The decision shall not be based solely upon hearsay evidence, unless the chairperson of the Student Disciplinary Committee has allowed the testimony of all witnesses to be presented at the hearing in the form of sworn declarations as permitted in paragraph E.3.c. above.

f. Evidence of the Complaining Party's Prior Sexual History

In general, a complainant's prior sexual history is not relevant and will not be admitted as evidence at a hearing. Where there is a current or ongoing relationship between the complainant and the student alleged to have violated the Standards of Student Conduct, and that student alleges consent, the prior sexual history between the parties may be relevant to assess the manner and nature of communications between the parties. As noted in other sections of this policy, however, the mere fact of a current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Any prior sexual history of the complaining party with other individuals is typically not relevant and will not be permitted.

g. Evidence of Student's Pattern of Conduct

Where there is evidence of pattern of conduct similar in nature by the student alleged to have violated the Standards of Student Conduct, either prior to or subsequent to the conduct in question, regardless of whether there has been a finding of responsibility, this information may be deemed relevant and probative to the Student Disciplinary Committee's determination of responsibility and/or assigning of a disciplinary sanction. The determination of relevance will be based on an assessment by the Student Disciplinary Committee of whether the previous and/or subsequent

incident was substantially similar to the conduct cited in the Statement of Charges and indicates a pattern of behavior and substantial conformity with that pattern by the student. Where there is a prior finding of responsibility for a similar act of sexual misconduct, there is a presumption of relevance and the finding may be considered in making a determination as to responsibility and/or assigning of a sanction.

h. Affirmative Consent in Sexual Assault Cases

In cases involving charges of sexual assault, where the defense of the student alleged to have violated the Standards of Student Conduct is that the complaining party consented to the sexual act, the following rules shall be applied by the Student Disciplinary Committee.

“Affirmative consent” means affirmative, conscious, and voluntary agreement to engage in sexual activity.

It is the student’s responsibility to ensure that he/she has the affirmative consent of the complaining party to engage in the sexual activity. Lack of protest or resistance by the complaining party does not mean consent, nor does silence mean consent.

Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the student alleged to have violated the Standards of Student Conduct and the complaining party, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

It shall not be a valid excuse to alleged lack of affirmative consent that the student believed that the complaining party consented to the sexual activity under either of the following circumstances:

- i. The student’s belief in affirmative consent arose from the intoxication or recklessness of the complaining party.
- ii. The student did not take reasonable steps, in the circumstances known to the student at the time, to ascertain whether the complaining party affirmatively consented.

Further, it shall not be a valid excuse that the accused student believed that the complaining party affirmatively consented to sexual activity if the accused student knew or reasonably should have known that the complaining party was unable to consent to the sexual activity under any of the following circumstances:

- i. The complaining party was asleep or unconscious.

- ii. The complaining party was incapacitated due to the influence of drugs, alcohol, or medication, so that the complainant could not understand the fact, nature, or extent of the sexual activity.
- iii. The complaining party was unable to communicate due to a mental or physical condition.

i. The Decision

The decision of the Student Disciplinary Committee shall be one of four options: (1) recommend expulsion; (2) impose a suspension; (3) impose a lesser disciplinary action; (4) find that the charges against the student alleged to have violated the Standards of Student Conduct have not been proven and no discipline should be imposed.

Within ten (10) days after conducting the hearing, the Student Disciplinary Committee shall render a decision, prepare written findings and conclusions, and serve them upon the student alleged to have violated the Standards of Student Conduct with a copy sent to the Chief Student Services Officer or designee. With the exception of a recommendation of expulsion, the Chief Student Services Officer or designee will implement the decision of the Student Disciplinary Committee. If the Student Disciplinary Committee recommends that the student be expelled, the Chief Student Services Officer or designee shall forward the findings to the Superintendent/President for further action pursuant to Section F.

F. RULES PERTAINING TO EXPULSION RECOMMENDATIONS

1. Review by the Superintendent/President

Within five (5) days of receiving the findings and conclusions of the Student Disciplinary Committee recommending that the student be expelled, the Superintendent/President shall review the findings and conclusions, and shall prepare a discipline decision (1) recommending that the student be expelled; (2) imposing some lesser discipline; (3) deciding that no discipline should be imposed; or (4) remanding the matter back to the Student Disciplinary Committee for a further hearing to more fully develop the factual record or to take any other actions directed by the Superintendent/President.

If the Superintendent/President concurs with the expulsion recommendation, the Superintendent/President shall also prepare an Expulsion Hearing Notice stating (1) the date, time, and place of the meeting of the Board of Trustees at which the matter of expulsion shall be considered; (2) notice that the student may be accompanied at the hearing by legal counsel, if so desired; and (3) that the student may submit a written request, within two (2) days after receipt of the written notification, that the hearing of the Board be held as a public meeting rather than in closed session.

The Superintendent/President's discipline decision and the Expulsion Hearing Notice (if applicable) shall be served upon the student, and a copy sent to the Chief Student Services Officer or designee. If the Superintendent/President concurs with the expulsion recommendation, the discipline decision and Expulsion Hearing Notice shall also be sent to the Board of Trustees.

2. Review by the Board of Trustees

a. The Expulsion Hearing Date

The hearing before the Board of Trustees will be held within ten (10) days after the date the Superintendent/President's discipline determination and the expulsion hearing notice are served upon the student if he/she is served by email or personal service, or within thirteen (13) days if he/she is served by mail. This deadline may be extended under extenuating circumstances as determined by the Board on its own initiative and in its sole discretion. Absent extenuating circumstances, requests to reschedule submitted by the complaining party or student alleged to have violated the Standards of Student Conduct must be submitted to the Board with an explanation for their request at least five (5) days prior to the hearing.

b. Conduct of the Hearing by the Board of Trustees

Unless the student requests that the hearing of the Board of Trustees be held as a public meeting, the hearing to consider the matter shall be conducted by the Board in closed session. If a written request by the student is submitted, the meeting shall be public except that any discussion at the meeting that might be in conflict with the right to privacy of any student other than the student requesting the public meeting, shall be in closed session.

The student, student's counsel, Chief Student Services Officer or designee, chairperson of the Student Disciplinary Committee, Superintendent/President, and District's legal counsel may attend the hearing before the Board of Trustees. Whether the hearing is conducted before the public or in closed session, the Board shall confer in private as necessary with its designated legal counsel and Superintendent/President to consider the evidence presented and reach its determination in the matter. When these deliberations are completed, the final action of the Board shall be taken at a public meeting and the result of that action shall be made a part of the public record of the District (Education Code Section 72122).

c. The Decision of the Board of Trustees

The student shall be expelled if a majority of the members of the Board of Trustees present at the hearing vote to expel the student. If a majority of the members of the Board of Trustees do not vote to expel the student, they may, by majority vote of the members: (1) impose some lesser discipline; (2) decide that no discipline should be imposed; or (3) remand the matter to the Student Disciplinary Committee for a further hearing to more fully develop the factual record or to take any other actions directed by the Board of Trustees. The decision of the Board shall be final.

If the majority of the members of the Board of Trustees present at the hearing cannot reach a decision to expel the student or to take some other action, the matter shall be remanded to the Superintendent/President who shall suspend or impose some lesser discipline on the student.

The decision of the Board of Trustees or the Superintendent/President shall be implemented immediately, and within five (5) days of making that decision, the decision shall be served upon the student and sent to the Chief Student Services Officer or designee.

G. ACADEMIC INTEGRITY SANCTIONS

The following sanctions will be followed for students found to be violating the academic integrity standards.

1. First Offense In A Course or Non-Course Activity – Academic Penalties

In course-related activities, when a student commits a first offense, decisions regarding the severity of Academic penalties imposed for academic dishonesty shall reside with the instructor. An instructor may give written or verbal notice to a student that continuation or repetition of specified conduct may be cause for disciplinary action. If the instructor chooses disciplinary action, the instructor shall notify the student, the appropriate department chair, and Chief Student Services Officer or designee, of the incident and the Academic penalties imposed. The Chief Student Services Officer or designee shall retain this documentation in their files.

In non-course activities, when a student commits a first offense, the appropriate District employee shall notify the appropriate Dean, Academic Affairs, of the incident and the Chief Student Services Officer or designee of the Academic penalties imposed.

2. Academic Penalties for the first offense may include the following:

- a. A failing grade on the assignment, paper or exam. Violations related to placement shall nullify course placement for the term.
- b. Temporary Exclusion from an Activity or Class: An instructor may remove a student who is in violation of the guidelines for student conduct for the duration of the class meeting or activity during which the violation took place and, if necessary, for the following class meeting. Faculty members may not drop students from class for academic integrity violations. Faculty-initiated withdrawals are only permitted for nonattendance.
- c. An additional assignment: An instructor may require the student to perform additional academic work.

The student may appeal the determination of academic dishonesty and/or penalty using the discipline appeal procedure as outlined in AP 5520 Student Discipline Procedures.

3. Multiple Offenses in a Course or Non-Course Activity- Disciplinary Action

In course-related activities, when a student commits a second or multiple offense(s), decisions regarding the severity of penalties imposed for academic dishonesty shall reside with the instructor and the Chief Student Services Officer or designee. The instructor shall notify the student, the appropriate department chair, and Chief Student Services Officer or designee, of the incident.

In non-course activities, when a student commits a second or multiple offenses(s), the staff member shall notify the appropriate Dean of the incident and the Dean shall notify the student and Chief Student Services Officer or designee of the incident and the penalties imposed using the "Academic Integrity Violation Form."

Disciplinary Actions for the second or multiple offense(s) may include Academic penalties listed for the first offense and penalties detailed below under the heading Multiple Offenses at the District.

The student may appeal the determination of academic dishonesty and/or penalty using the discipline appeal procedure outlined in AP 5520 Student Discipline Procedures.

4. Multiple Offenses at the District – Disciplinary Action

When the Chief Student Services Officer or designee has determined that an academic dishonesty infraction is a second such

offense or multiple offenses, he/she shall initiate institutional action. Penalties may include, in addition to those listed above:

- a. Censure: a verbal reprimand or recorded written statement which details how a student's conduct violates District regulations. The student receiving such a verbal or a written statement shall be notified that such continued conduct or further violation of District regulations may result in further disciplinary action.
- b. Disciplinary Probation: may consist of removal from all college clubs and organizations and denial of privileges of participating in all District or student- sponsored activities including public performances. Disciplinary probation may be imposed for a period not to exceed one year and can be rendered by an administrator. Notification of disciplinary probation actions shall be immediately reported in writing to the Chief Student Services Officer. A student placed on disciplinary probation may appeal to the Chief Student Services Officer. Records of disciplinary probation actions shall be retained in the office of the Chief Student Services Officer or designee and in the student's file. A student has no right to appeal or to a due process hearing (Education Code Section 76031).
- c. Disciplinary Suspension: A student may be suspended from one or more classes for a period of up to ten days of instruction; from one or more classes for the remainder of the term; or from all classes and activities of the District for one or more terms. A suspended student may also be prohibited from occupying any portion of the campus and be denied participation in any or all college activities. Disciplinary suspensions shall be initiated by the Chief Student Services Officer and are subject to the Due Process Hearing and Appeal Procedures set forth in Section E of AP 5520 Discipline Procedures. Records of disciplinary suspensions shall be retained in the office of the Chief Student Services Office and in the student's file (Education Code Sections 66017, 76030, and 76031).
- d. Expulsion: the permanent and unconditional removal of a student from the District. A student may be expelled only by the Board of Trustees upon recommendation of the Superintendent/President. The expulsion of a student is initiated by Chief Student Services Officer and is determined according to the Due Process Hearing and Appeal

Procedures set forth in Sections E and F of AP 5520 Student Discipline Procedures (Education Code Section 76030).

Also see ~~BP/AP 5500 Standards of Student Conduct and BP/AP 5550 Academic Integrity.~~

References: Education Code Sections 66300, 72122, and 76030
BP/AP 5500 Standards of Student Conduct

Approved: 6/16/15
(This is a new procedure)



INFORMATION ITEM

To: Board of Trustees	Date: December 11, 2018
From: Superintendent/President	
Subject: Employee Resignations and Retirements	Item Number: 15.B.
Enclosures: Page 1 of 1	

BACKGROUND:

The superintendent/president has accepted the following:

Resignations

1. Luis Ayala, EOPS/CalWORKs specialist, Extended Opportunity Programs and Services (EOPS), effective December 1, 2018.

Mr. Ayala has been employed with the district since February 21, 2007.

2. *Aimee Camacho, administrative assistant V, administrative services, effective January 26, 2019.*

Ms. Camacho has been employed with the district since November 1, 2016.

3. *Jessica Parker, coordinator, employee relations/classifications, human resources, effective January 1, 2019.*

Ms. Parker has been employed with the district since May 1, 2013.

4. *Katherine Rodriguez-Perez, cook, children’s center, effective January 16, 2019.*

Mr. Rodriguez-Perez has been employed with the district since January 26, 2015.

Retirements

5. Margaret Shigenaka, counselor, student success and support program, effective July 1, 2019.

Ms. Shigenaka has been employed with the district since August 15, 1989.

6. Robert Parisi, Ed.D., dean, student services, effective July 1, 2019.

Dr. Parisi has been employed with the district since April 9, 1990.

7. Cynthia Wheeler, administrative assistant II, summer & evening, academic affairs, effective March 1, 2019.

Ms. Wheeler has been employed with the district since April 22, 1998.

8. *Patti Bonner, administrative assistant II, academic affairs, effective December 31, 2018.*

Ms. Bonner has been employed with the district since October 20, 2010.

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
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INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	December 11, 2018
Subject: Associate Faculty Status	Item Number: 15.C.
Strategic Goal: Goal IR1: To recruit and retain quality employees.	Enclosures: Page 1 of 1

In recognition of the service of long-standing part-time faculty members per Article 12 of the CFT/PFA Collective Bargaining Agreement, part-time faculty are eligible for Associate Faculty status when they meet the following criteria:

12.7.1 Part-time faculty who have completed fourteen (14) semesters of service at 0.40 or higher credit load per semester on average per academic year within a eight (8) year period within a specific credit discipline will become eligible to participate in the priority of assignment process in that discipline.

12.7.2 The part-time faculty member must have received satisfactory evaluations for the past three evaluation periods.

12.7.3 During the adjunct faculty member's twelfth (or later) semester of service within an eight (8) year period, the adjunct faculty member shall request, in writing, to the appropriate administrator and department chair her/his desire to initiate the Associate Faculty process.

When eligibility and application requirements are met, Associate Faculty rights shall begin at the beginning of the employee's seventeenth semester. Associate Faculty status for each of the employees named below will begin spring semester 2019.

1. Loomis, Sherry - English Department
2. Manzo, Fred - English Department

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
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INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	December 11, 2018
Subject: Quarterly Report on Volunteer Aides	Item Number: 15.D.
Strategic Goal: Goal SLS5: Nurture students	Enclosures: Page 1 of 1

BACKGROUND

California Education Code 72401 and Board Policy 7500 authorizes the use of volunteer aides to perform nonteaching work. Volunteer aides assist academic personnel in the performance of their teaching or administrative responsibilities. Volunteers do not receive salary or any other benefits available to employees of the district. However, in accordance with labor code section 3364.5, a volunteer is an employee for the purpose of workers' compensation benefits.

Volunteer services are being provided by the following:

<u>Name</u>	<u>Volunteer Period</u>	<u>Duties/Responsibilities</u>
Daily, Kevin	9/1/18 – 6/30/19	Assist with MESA and STEM activities
Harrington, Timothy	10/23/18 – 6/30/19	AHC student mentor, student services
Justice, Evric	10/19/18 – 6/30/19	Assist in campus vineyards
Schaeffer, Andrew	9/4/18 – 12/6/18	Observe NESL classroom teaching to obtain TESOL certificate
Wasserman, Sonia	10/1/18 – 6/30/19	AHC student mentor, student services

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
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INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	December 11, 2018
Subject: Supervisory/Confidential Handbook	Item Number: 15.E.
Strategic Goal: Goal IR1: To recruit and retain quality employees.	Enclosures: Page 1 of 62

BACKGROUND

Supervisory/Confidential staff are not represented by a bargaining unit and do not have an employment contract. In order to clarify leave benefits, pay and allowances, health benefits, professional growth, leave of absences as well as other benefits enjoyed by represented employees, staff has prepared the attached handbook for members of the supervisory/confidential group. This handbook will be made available to all current and new employees whose job descriptions fall into the supervisory/confidential category.

The handbook has been reviewed by supervisory/confidential staff, management, legal counsel, and is being presented as an informational item.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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**START HERE
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ANYWHERE**

**SUPERVISORY/CONFIDENTIAL STAFF
HANDBOOK**

2019



PREFACE

The policies and procedures set forth in this handbook represent a simplified and condensed version of rules, regulations, California Education Code sections, and practices currently in effect at Allan Hancock Joint Community College District for the Supervisory/Confidential group. This version of the rules, regulations, and agreements does not create any contract of employment, expressed or implied, or any rights in the nature of contract. To the extent that the summaries set forth in this handbook are inconsistent or in conflict with board policy, regulations, or agreements, they should be disregarded. The rules, regulations, and agreements set forth herein may be revised, amended, or rescinded at any time.

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SECTION I – RECOGNITION

A. Supervisory/Confidential Employees

1. Upon the recommendation of the superintendent/president, the board of trustees shall designate classified employees to Supervisory/Confidential positions in accordance with the laws, rules, and regulations of the State of California and with the regulations of the California Public Employment Relations Board and in accordance with district policies and procedures and approve those positions to be supervisory or confidential. Likewise, the board of trustees shall approve job descriptions of all supervisory and confidential positions.
2. Supervisory employees, regardless of job description, have the authority to plan, organize, and direct activities and projects related to their area of responsibility and have the responsibility to assign work to, direct, and evaluate subordinate personnel.
3. Supervisory employee” means any individual, regardless of the job description or title, having authority, in the interest of the employer, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or responsibility to direct them, or to adjust their grievances, or effectively to recommend this action, if, in connection with the foregoing, the exercise of this authority is not of a merely routine or clerical nature, but requires the use of independent judgment. Employees whose duties are substantially similar to those of their subordinates shall not be considered to be supervisory employees.
4. Confidential employee means any employee who is required to develop or represent management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions.
5. “Confidential employee” means any employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information contributing significantly to the development of management positions.
6. Supervisory/Confidential employees are not eligible for inclusion in a bargaining unit represented by an exclusive representative, and no collective bargaining agreement controls the terms and conditions of their employment. Supervisory/Confidential employees shall be compensated in the manner set by the board upon the recommendation of the superintendent/president. Supervisory/Confidential employees shall further be entitled to health and welfare benefits made available by action of the board upon recommendation by the superintendent/president.
7. Procedures developed by the superintendent/president provide the terms and conditions of employment for Supervisory/Confidential employees. Such terms and conditions of employment shall include, but not be limited to, procedures for evaluation and rules regarding leaves, transfers, and reassignments.
8. A person serving in a management position, senior management position, or a confidential position may not be represented by an exclusive representative. Any person serving in such a position may represent himself or herself individually or by an employee organization whose membership is composed entirely of employees designated as holding those positions, in his or her employment relationship with the public school employer, but, in no case, shall such an organization meet and negotiate with the public school employer. A representative may not be permitted by a public school employer to meet and negotiate on any benefit or compensation paid to persons serving in a management position, senior management position or a confidential position.

B. Exempt and Non-Exempt Employees

The district designates the following positions as Supervisory/Confidential:

Supervisory	Range	Confidential	Range
*Purchasing Supervisor	3	*Executive Assistant to the Superintendent/President and the Board of Trustees	1
*Maintenance Supervisor	3	*Budget Analyst	1
*Accounting Supervisor	3	*Coordinator, Employee Relations/Classification	4
*Technical Service Supervisor	4	*Coordinator, Human Resources/Professional Development	4
*Auxiliary Accounting Supervisor	4	*Coordinator, Recruitment	4
*College District Police Sergeant	5	Executive Secretary (Office of Superintendent/President)	10
*Payroll Supervisor	6	Technical Services Specialist	16
*Landscape Supervisor	6		
*Campus Graphics Supervisor	6		
*Operations Supervisor	7		
*Supervisor, Custodial Services	9		

* Indicates exempt status in accordance with FLSA regulations.

SECTION II - PERSONNEL FILES

A. File Limitations

1. The official personnel file of each Supervisory/Confidential employee shall be maintained in the district's Human Resources department.
2. The official personnel file shall be limited to the inclusion of copies of each official performance evaluation, notice of employment or change in status, official commendations when noted in or attached to the performance evaluation, reprimands and warnings when attached to an official reprimand, and such other documents which may be deemed appropriate by the district.
3. Employees shall be provided with copies of any written material ten (10) workdays before it is placed in the employee's official personnel file. An employee is entitled to respond to the material within those ten (10) workdays. The written response shall be attached to the material. Within the ten (10) working days, an employee may request, in writing, a meeting with the director of human resources, regarding the material. An employee may use up to one (1) hour of duty time to prepare a response to the material, scheduled with the approval of their immediate supervisor.
4. Supervisory/Confidential employees shall receive reasonable release time to examine the contents of his/her official personnel file. A Supervisory/Confidential employee, upon request to the director of human resources, may receive a copy of any document in their official personnel file.
5. All Supervisory/Confidential employee personnel files shall be kept in confidence in the Human Resources department and shall be available for inspection only by authorized employees of the district in the proper administration of the district's affairs or the supervision of the employee. Other personnel may be allowed access with the written permission of the employee. The district shall keep a log of the persons with the exception of the personnel administration who have examined a personnel file as well as the date such examinations were made. Such log and the employee's personnel file shall be available for examination by the employee. The log shall be maintained in the employee's personnel file.

6. Any materials placed in the personnel file shall contain the date on which such material was originated and the name of the person who originated the document.
7. No disciplinary action shall be taken for any cause which arose prior to the employee's becoming permanent, nor for any cause which arose more than two years preceding the date of the filing of the notice of cause unless such cause was concealed or not disclosed by such employee when it could be reasonably assumed that the employee should have disclosed the facts to the district.

SECTION III – EVALUATIONS

A. Probationary Employees

1. New employees of the district shall serve a one-year probationary period before becoming permanent.
2. Probationary Supervisory/Confidential employees shall be evaluated four (4) times during the initial probationary period during the 3rd, 6th, and 9th month of their assignment, except for extenuating circumstances, and then at their one year scheduled evaluation period.
3. Employees who have been employed by the district for one year or more but who are promoted or transferred shall serve a probationary period of six (6) months in the new position. Employees shall be evaluated two (2) times during the six month probationary period, usually during the 3rd month of their assignment, and again prior to the completion of their six month probationary period.
4. Any employee who is unsuccessful in passing a promotional probationary period because of the employee's performance shall have reversion rights to his/her former or equivalent position. If neither the employee's previous position nor an equivalent position is available, the employee will have the right of first refusal to the next opening in an equivalent position. Upon reverting back to his/her former or equivalent position, the employee shall receive the former salary, work hours, and monthly assignment.

B. Permanent Employees

1. Permanent Supervisory/Confidential employees will be evaluated annually using the Employee Evaluation Report A form and may be evaluated more frequently as deemed necessary by the employee's immediate supervisor.
2. The Classified Performance Evaluation Instructions & Guide is the only guide to be used in completing the evaluation.
3. The evaluation will be based upon the observation and/or investigation by the evaluator. Evaluations will be done only by the employee's immediate supervisor as defined in number 5 below. If the current immediate supervisor has not been in this position for at least half of the evaluation period, the evaluation will be done in consultation with the next line level supervisor.
4. Any evaluation with an "improvement needed" or "unsatisfactory" rating in any category shall include specific recommendations for improvements and provisions for assisting the employee in implementing any recommendations made.
5. For evaluation purposes, "immediate supervisor" is defined as the lowest level supervisor/manager assigned to supervise the employee. In the absence of the immediate supervisor/manager, the next line level supervisor will serve as the evaluator.
6. No evaluation of any employee shall be placed in any personnel file without the opportunity for discussion between the employee and the evaluator. Each Supervisory/Confidential employee shall be required to sign a copy of the evaluation, which shall be retained by the district. The

immediate supervisor shall provide a signed copy of the evaluation to the Supervisory/Confidential employee.

7. The Supervisory/Confidential employee's signature on the evaluation does not necessarily signify agreement with the evaluation. A Supervisory/Confidential employee not in agreement with the evaluation shall have the right to respond to such evaluation in writing within ten (10) working days from the date the employee received evaluation from his/her immediate supervisor.

SECTION IV - HOURS, OVERTIME, AND ALLOWANCES

A. Work Year

1. The normal work year shall begin on July 1 and end twelve (12) months later on June 30.

B. Standard Workweek and Workday for Non-Exempt Employees

1. The standard workweek for full-time employment shall be five (5) consecutive days, determined by the district as not less than thirty-seven (37) hours per week. The standard workday for full-time Supervisory/Confidential employees shall consist of not less than seven (7) nor more than seven and one half (7.5) hours per day, exclusive of the unpaid lunch period as determined by the district. Employees are required to report for duty at the assigned time.

C. Alternative Work Week

1. Any alternative work schedule for a Supervisory/Confidential employee must not adversely affect the normal operations of his/her department. Fiscal neutrality and a continued or improved level of service must be maintained. Any alternative schedule must adhere to the guidelines of this section.
2. A full-time Supervisory/Confidential employee and his/her immediate supervisor with the approval of the cabinet-level administrator and the superintendent/president and in consultation with human resources may agree to a permanent or temporary alternative work schedule that is not less than 37 hours per week.
3. No additional shift differential stipends will be generated and overtime or compensatory time off will not be granted unless hours worked exceed the scheduled workweek.
4. Employees not working a standard work week during a week in which there is a district holiday will revert back to a standard work week.
5. For purposes of calculating leave time used during an alternative schedule, accrued leave days will be converted to hours when used.

D. Meal Period for Non-Exempt Employees

1. Supervisory/Confidential employees working more than five (5) consecutive hours per day shall be entitled to an unpaid, uninterrupted meal period of not less than thirty (30) minutes nor more than one (1) hour.
2. The time scheduled for the meal period shall be assigned by the employee's immediate supervisor.
3. An employee required to work during his or her lunch period shall receive a full, uninterrupted lunch period during the workday, or overtime.

E. Rest Period

1. All Supervisory/Confidential employees who work four (4) hours or more per day shall be granted paid rest periods at the rate of fifteen (15) minutes for each four (4) hours of work in any one workday.
2. Rest periods shall be scheduled by the employee's immediate supervisor and normally shall be approximately at the midpoint of a four-hour shift.
3. Employees working less than four (4) hours per day shall not be entitled to a scheduled rest period.
4. A rest period of a total of thirty (30) minutes for employees working full-time may be scheduled by mutual agreement of the employee and their supervisor.
5. Rest periods are a part of the regular workday and shall be compensated at the regular rate of pay for the employee.
6. Rest breaks shall not be used to shorten the workday or to lengthen the meal period.

F. Call-Back Pay for Non-Exempt Employees

1. Supervisory/Confidential employees who are called back when off duty and required to report for duty at the work site shall receive a minimum of two (2) hours pay at the appropriate rate unless the employee has worked his/her normal shift and is still on district property.
2. If the time so worked runs into the employee's regular scheduled work shift, the two (2) hour minimum shall not be payable, but the employee shall receive payment for the actual time worked, payable in multiples of fifteen (15) minutes of working time at the appropriate rate.

G. Call-In Time for Non-Exempt Employees

1. Supervisory/Confidential employees who are called in to work on a non-duty day and required to report for duty at the work site shall receive a minimum of two (2) hours pay at the appropriate hourly rate, provided at least two (2) hours have elapsed since the completion of the employee's last work shift assignment or previous call-back period.

H. Overtime for Non-Exempt Employees

1. Overtime should be approved in advance by the employee's supervisor.
2. Overtime is ordered and authorized working time in excess of seven and one-half (7.5) hours Mondays through Thursday and seven (7) hours on Friday or thirty-seven (37) hours in one work week. No employee's assignment shall be changed for the sole purpose of avoiding overtime.
3. This overtime provision does not apply to employees working a four-day workweek, nine and a quarter (9.25) hours a day, unless the employee works more than thirty-seven (37) hours per week.
4. An employee who works authorized overtime shall be paid at a rate equal to one and one-half (1.5) times the employee's regular rate of pay for the amount of overtime worked or, when mutually agreed, receive compensatory time off at a rate equal to one and one-half (1.5) times the amount of overtime worked.
5. Employees working four (4) hours or more per day shall be paid for overtime on the sixth (6th) and seventh (7th) days of work at one and one-half (1.5) the regular rate of pay.
6. All properly authorized overtime shall be submitted on the designated classified district overtime authorization form and shall be signed by the immediate supervisor.
7. Employees required to work on designated holidays (Section 5) shall be paid at a rate of one and one-half (1.5) times the regular hourly rate in addition to the regular hourly rate of pay for the holiday.
8. Overtime of less than fifteen (15) minutes shall not be credited; all overtime shall be reported and credited in multiples of fifteen (15) minutes of working time.

9. Compensatory time off shall be granted within twelve (12) months from the month in which it was earned. When employees schedule vacation time, the employee shall use accrued compensatory time before accrued vacation time.

I. Hours/Days of Work for Exempt Employees

1. Work Year
 - a. Positions assigned to the Supervisory/Confidential Salary Schedule are assigned on a 12-month work year basis.
2. Work Day
 - a. The work day is typically 8 hours per day.
3. Work Week
 - a. The work week is typically 5 days per week.
 - b. It is understood that the demands of an exempt position will often require more than eight (8) hours a day and/or forty (40) hours per work week. It is also recognized that an exempt employee may be required to work a sixth and/or seventh consecutive day.
4. For the purpose of calculating daily or hourly rates, 40 hours per week will be used.

J. District-Initiated Flexible Work Assignment

1. At the request of his/her supervisor based on an as-needed, specific work assignment, a full-time employee has the option to work flexible work hours provided the work schedule is not less than thirty-seven (37) hours per week. This agreement shall be in writing and an agreement for any flexible assignment more than a day shall be forwarded to the director of human resources.

SECTION V – HOLIDAYS

A. Board Approved Holidays

1. The Board agrees to provide fifteen (15) paid holidays to Supervisory/Confidential employees as follows:
 - a. Independence Day Holiday
 - b. Labor Day Holiday
 - c. Veterans Day Holiday
 - d. Thanksgiving Day Holiday
 - e. The Day after Thanksgiving
 - f. Christmas Eve Holiday
 - g. Christmas Day Holiday
 - h. New Year's Eve Holiday
 - i. New Year's Day Holiday
 - j. Martin Luther King Day Holiday
 - k. Lincoln's Day Holiday
 - l. Washington's Day Holiday
 - m. Spring Holiday
 - n. Memorial Day Holiday
 - o. Birthday Floating Holiday (in lieu of California Admission Day)

Employees are entitled to a birthday floating holiday to be taken within the fiscal year (July 1-June 30).The birthday holiday will be scheduled at a time which is mutually agreeable to the employee and their immediate supervisor.

B. State/Federal Holidays

1. Every day appointed by the Governor as a day for a public fast, thanksgiving, or holiday shall be a paid holiday for eligible Supervisory/Confidential employees if the Governor provides that the community college shall close. Every day appointed by the President as a public fast, thanksgiving, or holiday, shall be a paid holiday for eligible Supervisory/Confidential employees unless it is a special or limited holiday.
2. When a holiday falls on a Saturday, the preceding workday not a holiday shall be deemed to be that holiday. When a holiday falls on Sunday, the following workday not a holiday shall be deemed to be that holiday. The district shall publish a calendar on or before July 1 of each year specifying the calendar date of observance of each of the foregoing holidays.
3. To be eligible for holiday pay the employee must be in a paid status on the scheduled working day immediately preceding or succeeding the holiday. Supervisory/Confidential employees who are not normally assigned to duty during the Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, or Spring Holiday, shall be paid for those holidays providing the employee was in a paid status during the working day of their normal assignment immediately preceding or succeeding the holiday period.

SECTION VI – VACATION

A. Amount of Vacation Earned

1. Supervisory/Confidential employees serving in full-time positions shall earn paid vacation for every month of paid service according to the following schedule and shall adhere to guidelines provided in this handbook.
2. Effective July 1, 2006 the vacation allocation was approved by the board of trustees to be as follows:
 - 0-9 years 1 ¼ days per month = 15 days annually
 - 10-14 years 1 ½ days per month = 18 days annually
 - 15 + years 1 ¾ days per month = 21 days annually
4. Vacation benefits are earned on a fiscal year basis July 1 through June 30.
5. A Supervisory/Confidential employee in a position of less than twelve months each year or less than full time shall earn vacation on a pro-rata basis.
6. Such vacation leave shall be credited monthly based on the above accrual rates per month worked.
7. Earned vacation shall become a vested right of the employee upon completion of the initial six months of employment. For new employees who have not completed their initial six months, vacation may not be used before it is earned unless otherwise approved by the director of human resources.
8. Employees who are permitted to use vacation in advance may not take more days than the employee earns during the current fiscal year.
9. Classified Leave Request Form: The same form used by classified bargaining unit employee's shall be used by Supervisory/Confidential employees to request vacation leave and shall be submitted to the immediate supervisor as much in advance as possible and then forwarded to the Human Resources department for processing.
10. Supervisory/Confidential employees and their immediate supervisor shall schedule vacations at times convenient to the employee and consistent with the needs of the district.

11. If there is any scheduling conflict between employees as to when vacations shall be taken, preference shall be given in the order the classified leave request forms are received by the immediate supervisor.
12. Any potential change in plans by the employee will be communicated to the immediate supervisor as soon as possible and the proper forms filled out and processed if the change should occur.
13. When a holiday falls during the scheduled vacation of an employee, such employee shall be granted regular pay for the holiday without deduction from credited vacation.
14. An employee in a Supervisory/Confidential position may be permitted to interrupt or terminate vacation leave in order to begin another type of paid leave without a return to active service, provided the employee supplies notice and supporting information regarding the basis for such interruption or termination.
15. If a Supervisory/Confidential employee's vacation becomes due during a period when the employee is on leave due to illness or injury, the employee may request that the vacation date be changed or may request to carry over the vacation or receive compensation in accordance with number 16 below.
16. Vacation earned but not taken during the fiscal year in which it is earned may be carried over for a period not to exceed one additional fiscal year. Excess vacation days (earned days beyond a two year accrual) not taken by June 30 shall be paid for at the Supervisory/Confidential employee's current rate of pay. Prior to June 30, upon mutual agreement between the supervisor and employee, approval may be granted for vacation to be carried over, in lieu of payment, beyond the one-year limitation stated above.
17. When a Supervisory/Confidential employee separates from district employment and has taken a district granted vacation that was not yet earned at the time of termination of service, the district shall deduct from the employee's final check the full amount of salary paid for such unearned day of vacation taken.
18. Vacation pay upon separation: When an employee in Supervisory/Confidential position separates from the college, the employee is entitled to all vacation pay earned and accumulated up to and including the effective date of separation, except that employees who have not completed six (6) months of employment shall not be entitled to such compensation.

SECTION VII - LEAVES

A. Leave Notifications

1. The employee is required to notify his/her immediate supervisor when he/she will be absent. Notification to the supervisor does not authorize the absence. In the event the absence was not authorized in advance, a leave form must be completed, signed, and given to your supervisor immediately upon return to work. Failure to comply with the procedure above may result in ineligibility for paid leave and may be considered an unauthorized absence.

B. Sick Leave

1. Sick leave utilization, unless otherwise provided in this article, shall be for personal injury, legally established quarantine, an employee who is a victim of domestic violence, sexual assault, or stalking. Employees of the group employed by the district full time, five (5) days per week, and twelve (12) months per fiscal year shall be entitled to twelve (12) days leave absence for illness or injury, exclusive of days they are not required to render service. "Day," as used in this handbook means the employee's regularly assigned work day, exclusive of overtime. Employees employed less than five days a week, less than a full day, or less than a full fiscal year are

entitled to that portion of twelve (12) days leave of absence for illness or injury as their employment relates to full-time employment.

2. Pay for any day of such absence shall be the same as the pay which would have been received had the employee served during the day of illness.
3. At the beginning of each fiscal year, the full amount of sick leave granted under this section shall be credited to each employee. Credit for sick leave need not be accrued prior to taking such leave and such leave may be taken at any time during the year. However, a new employee of the district shall not be eligible to take more than six (6) days until the first day of the calendar month after completion of six months of active service with the district.
4. If an employee has not taken the full amount of leave allowed in any year, the amount not taken shall be accumulated from year to year. The employee may convert unused sick leave to retirement credit in accordance with the Government Code if the employee is filing a request for retirement.
5. In order to be eligible for paid sick leave, employees of the group absent due to illness or injury should notify their immediate supervisor of the anticipated duration of the illness as soon as practicable and by the beginning of the work shift, but in no instance later than one hour after the start of any work shift except in extenuating circumstances.
6. In case of chronic absenteeism, employees of the group requesting paid sick leave may be required at the discretion of the district to provide a medical statement on a form provided by the district and signed by a licensed California physician. Any medical costs shall be borne by the employee.
7. Employees of the group absent due to injury or illness or absent for three or more consecutive assigned work days may be required to submit to the immediate supervisor a medical release signed by a licensed California physician before being permitted to return to work. If the required medical release is required but not submitted by the employee, such leave will be without pay.
8. Employees of the group shall be required to submit to medical examination by a district appointed physician at district expense at the discretion of the district.
9. Kin Care: Employees may use up to one-half of their annual accrual of sick leave for the illness or injury of a parent, child, spouse, or domestic partner, parent-in-law, sibling, grandchild, or grandparent as defined in any applicable state and federal law. This section may be used in conjunction with Section T (Personal Necessity Leave) for a maximum of thirteen (13) earned sick days.

C. Entitlement to Other Sick Leave

1. Upon exhaustion of all accumulated paid sick leave an employee who continues to be sick shall be entitled to the balance of a maximum of one hundred (100) days of sick leave per fiscal year at fifty percent (50%) of their salary. The one hundred (100) days are tracked concurrently with paid sick leave. These days of additional sick leave are not accumulative from year to year. This sick leave is exclusive and cannot be used in conjunction with any other paid leave, holidays, vacation, or compensatory time to which the employee may be entitled. If qualified, the employee may apply for the catastrophic leave donation program explained in Section V below.

D. Medical Appointments

1. When possible, it is the responsibility of the group employees to schedule all medical and dental appointments during non-duty hours.

E. Pregnancy Disability Leave

1. Employees may be entitled to four (4) months of unpaid pregnancy disability leave. Pregnancy disability leave shall not be used for childcare, preparation for childcare, or child rearing, but

shall be limited to medical disabilities caused or contributed to by pregnancy, childbirth, or related medical conditions. The district will require an employee to exhaust sick leave during her pregnancy disability leave. The employee may also request use of her vacation leave and any other paid leave credits she has to receive compensation for the remaining unpaid portion of her leave.

F. Family and Medical Care Leave

1. The district will provide family and medical care leave for eligible employees as required by State and Federal law. The following provisions set forth employee's rights and obligations with respect to such leave. Rights and obligations which are not specifically set forth below are set forth in the Department of Labor regulations implementing the Federal Family and Medical Leave Act of 1993 (FMLA) and the regulations of the California Fair Employment and Housing Commission implementing the California Family Rights Act (CFRA). Unless otherwise provided by this section, "leave" in this section shall mean leave pursuant to the FMLA and CFRA.
2. An employee is eligible for leave if the employee:
 - a. Has been employed for at least twelve (12) months; and
 - b. Has been employed for at least 1,250 hours during the twelve (12) month period immediately preceding the commencement of the leave.

G. Reasons for Leave

1. Leave is permitted for only the following reasons:
 - a. The birth of a child or to care for a newborn of the employee.
 - b. The placement of a child with the employee in connection with the adoption or foster care of a child.
 - c. Leave to care for a child, parent, spouse, domestic partner, parent-in-law, sibling, grandchild, or grandparent as defined in any applicable state and federal law who has a serious health condition.
 - d. Leave because of a serious health condition that makes the employee unable to perform the functions of his/her position.
 - e. Leave for a qualifying exigency arising out of the fact that the employee's spouse, child or parent is on covered active duty or called to active duty status in the Armed Forces.
 - f. Leave to care for a spouse, domestic partner, child, parent, parent-in-law, sibling, grandchild, or grandparent as defined in any applicable state and federal law, or "next of kin" who is a covered service member of the Armed Forces who has a serious injury or illness incurred in the line of duty while on active military duty or that existed before the beginning of the employee's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces.

H. Amount of Leave

1. Eligible employees are entitled to a total of twelve (12) workweeks of leave (or 26 weeks to care for a covered service member) during any twelve (12) month period.
2. An employee's entitlement to leave for the birth or placement of a child for adoption or foster care expires twelve (12) months after the birth or placement. In addition, the basic minimum duration of such leave is two weeks. However, an employee is entitled to leave for one of these purposes (e.g. bonding with a newborn) for at least one day, but less than two weeks duration on any two occasions during the twelve (12) week period.
3. If leave is requested to care for the employee him/herself, child, parent, spouse, domestic partner, parent-in-law, sibling, grandchild, or grandparent as defined in any applicable state and federal law with a serious health condition, there is no minimum amount of leave that must be

taken. However the notice and medical certification provisions of this article must be complied with. In any case in which the parents who are husband and wife are both employed by the Allan Hancock Joint Community College District and are entitled to leave, the aggregate number of workweeks of leave to which both may be entitled will be limited to twelve (12) workweeks during any twelve (12) month period if leave is taken for the birth or placement for adoption or foster care of the employees' child (or 26 weeks to care for a covered employee). This limitation does not apply to any other type of leave under this policy.

4. "Twelve (12) month period" means the twelve (12) month period measured from July 1-June 30 of each year.

I. Employee Benefits While on Leave

1. Leave under this section is unpaid after other applicable paid leave is exhausted. Any applicable paid leave is counted toward the twelve (12) week allowance. While on leave, an employee will continue to be covered by the district's group health insurances which will include medical, dental, and income protection insurances to the same extent that coverage is provided while the employee is on the job. However, an employee will not continue to be covered under the district's non-health benefit plans which includes TSA, life insurance, and other non-health benefit plans unless an employee makes the appropriate contributions for continued coverage. An employee may make the appropriate contributions for continued coverage under the preceding non-health benefit plans by payroll deductions or direct payments made to these plans. Employee contribution rates are subject to any change in rates that occurs while the employee is on leave.
2. If an employee fails to return to work after his/her leave entitlement has been exhausted or expires, the district shall have the right to recover its share of health plan premiums for the entire leave period, unless the employee does not return because of the continuation, recurrence, or onset of serious health condition which would entitle the employee to leave, or because of circumstances beyond the employee's control.
3. The district shall have the right to recover premiums through deduction from any sums due to the employee from the district (such as unpaid wages, vacation pay, etc.) as per written agreement.

J. Use of Other Accrued Leaves While on Leave

1. If an employee requests leave for any reason permitted, he/she must exhaust all accrued leaves in connection with the leave. The exhaustion of accrued leave will run concurrently with the leave.

K. Certification and Intermittent Leave

1. The district will require an employee who requests leave to provide written certification on a form approved by the district from the health care provider of the individual requiring care. If the leave is requested because of the employee's own serious health condition, the certification must include a statement that the employee is unable to perform the essential function of his/her position. An employee need not, but may at the employee's option, identify the serious health condition involved.
2. Employees who request leave to care for a covered service member who is a child, spouse, domestic partner, parent, parent-in-law, sibling, grandchild, or grandparent as defined in any applicable state and federal law or "next of kin" of the employee must provide written certification from a health care provider regarding the injured service member's injury or illness.
3. The first time a group employee requests leave because of a qualifying military duty orders, the employee is required to provide the district with a copy of the covered military member's active duty orders or other documentation issued by the military which indicates that the covered

military member is on active or called to active duty in a foreign country with the dates of active duty service. New active duty orders or similar documentation shall be provided to the district if the need for qualifying exigency leave arises out of a different active or call to active duty status of the same or a different covered military member.

4. If the district has reason to doubt the validity of a certification, the district may require a medical opinion of a second health care provider chosen by the district. If the second opinion is different from the first, the district may require the opinion of a third provider jointly approved by the district and the employee. The opinion of the third provider will be binding.
5. If an employee requests leave intermittently (a few days or hours at a time) or on a reduced leave schedule to care for an immediate family member with a serious health condition, the employee must provide medical certification that such leave is medically necessary. "Medically necessary" means there must be a medical need for the leave and that the leave can best be accomplished through an intermittent or reduced leave schedule.

L. Employee Notice of Leave

1. Although the district recognizes that emergencies arise which may require an employee to request immediate leave, an employee is required to give as much notice as possible of their need for leave. If leave is foreseeable, at least thirty (30) day notice is required. In addition, if an employee knows that he/she will need leave in the future, but does not know the exact date(s) (e.g., for birth of a child or to take care of a newborn), the employee shall inform his/her supervisor as soon as possible that such leave will be needed. Such notice may be given orally. If the district determines that an employee's notice is inadequate or the employee knew about the requested leave in advance of the request, the district may delay the granting of the leave until it can, at its discretion; adequately cover the position with a substitute.
2. For foreseeable leave due to a qualifying exigency, an employee must provide notice of the need for leave as soon as practicable, regardless of how far in advance such leave is foreseeable.

M. Reinstatement Upon Return From Leave

1. Upon expiration of leave, an employee is entitled to be reinstated to the position of employment held when the leave commenced or to an equivalent or comparable position.
2. As a condition of restoration of an employee whose leave was due to the employee's own serious health condition, which made the employee unable to perform his/her job, the employee shall obtain and present a fitness-for-duty certification on a form approved by the district from the health care provider that the employee is able to resume work. Failure to provide such certification will result in denial of restoration.

N. Request for Leave

1. Employees must fill out the following applicable forms in connection with leave under this section. These forms enable the district to satisfy its record keeping obligations:
 - a. Request for Family or Medical Leave to establish eligibility
 - b. Medical Certification - either for the employee's own serious health condition or the serious health condition of a child, parent, or spouse
 - c. Authorization for Payroll Deductions for Benefit Plan Coverage Continuation
 - d. Fitness for Duty to Return from Leave Certification

O. Industrial Accident or Illness Leave

1. Employees of the group who sustain an illness or injury arising directly out of and in the course and scope of their employment, shall be eligible for a maximum of sixty working days paid leave in any one fiscal year. This leave shall not be accumulated from year to year. Industrial accident or illness leave shall commence on the first day of absence. Payment for wages lost on any day

shall not, when added to an award granted under the workers' compensation laws of this state, exceed the normal wage for the day. Industrial accident and illness leave will be reduced by one day for each day of authorized absence, regardless of a compensation award made under workers' compensation. When an industrial accident or illness occurs at a time when the full sixty (60) days overlap into the next fiscal year, the employee shall be entitled to only the amount remaining at the end of the fiscal year in which the industrial injury or illness occurred, for the same illness or injury. Employees shall upon demand of the district, endorse to the district workers' compensation checks issued in the name of the employee. The district, in turn, shall issue the employee appropriate warrants for payment of wages or salary and shall deduct normal retirement and other authorized contributions.

2. Industrial accident or illness leave is to be used in lieu of normal sick leave benefits. When entitlement to industrial accident or illness leave under this section has been exhausted, accumulated sick leave, vacation or other applicable paid leave will be used in full day increments for each day of industrial accident or illness absence. If, however, the employee is still receiving temporary disability payments under the Workers' Compensation laws of this state at the time of exhaustion of benefits under this Section, the employee shall be entitled to use only so much of the person's accumulated or available sick leave, accumulated compensatory time, vacation or other available leave, which when added to the worker's compensation award, provides a regular day's pay at the employee's regular rate of pay.
3. Any time an employee on industrial accident or illness leave is able to return to work, he/she may be reinstated to his/her class without loss of status or benefits. An employee returning to work after an industrial accident or illness shall be required to submit a medical release to the district and may at district option be required to submit to a physical examination, at district expense, by a district appointed physician. An employee who is unable to return to work when all available leave has been exhausted shall be released from employment and be placed on a reemployment list for a period of thirty-nine (39) months. Upon receiving and presenting to the district a full medical release, signed by a licensed California physician, the employee shall be employed in the first vacant position in the class of his/her previous assignment over all other available candidates, except for those employees on a reemployment list established because of layoff in which case the employee shall be listed in accordance with Education Code Section 8812.
4. Any employee receiving benefits as a result of this section shall, during periods of injury or illness, remain within the State of California unless the district authorizes travel outside the state.

P. Bereavement Leave

1. The district agrees to grant necessary leave of absence with pay at the employee's regular rate of pay for three days, or five days if travel is out of state, or over 300 road miles one way is required, on account of the death of any member of the immediate family of an employee. Members of the immediate family shall mean the mother, father, grandmother, grandfather, or grandchild of the employee or of the spouse or domestic partner of the employee, and the spouse or domestic partner, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law, step-parent, step-son, or step-daughter of the employee, or legal ward or a child of a person standing in loco parentis, or any relative living in the immediate household of the employee.
2. Employees of the group may request permission of their immediate supervisor to be absent without pay or use accrued vacation leave or accrued compensatory time on account of the death of any relative who is not a member of the immediate family.

3. Employees shall when practicable be required to contact their immediate supervisor or department office not later than four (4) hours after the start of the first regular work shift of absence to request bereavement leave unless there are extenuating circumstances.
4. Employees shall be required to complete an absence verification form provided by the district upon return from bereavement leave and may be required to provide proof of eligibility such as a newspaper obituary notice or death certificate for bereavement leave benefits as may be required by the district.
5. In the event of a death of any present or past district employee where the funeral or memorial service is held locally during work hours, the employee may take one and one half (1.5) hours of bereavement absence without loss of salary or deduction from accrued leave to attend the service.

Q. Jury Duty

1. An employee shall be entitled to leave without loss of pay for any time the employee is required to perform jury duty. If the employee is paid for jury duty by the court, the employee shall endorse the check to the district and deliver to the Human Resources department. The district shall then pay the employee his or her regular salary. Any meals, mileage, and/or parking allowance provided the employee for jury duty shall not be considered in the amount received for jury duty.
2. Any day during which an employee who is assigned to an evening shift and who is required to serve any part of a day(s) shall be relieved from work with pay for that day(s).
3. Employees are required to report for work during any day or portion of a day equal to or greater than one-half (1/2) of the work shift in which jury duty services are not required. In such instances the employee shall be required to work a number of hours which when added to the jury duty time (including a reasonable driving time) will equal a full work day for the employee (including lunch and break time). The district may require verification of jury duty time before or after providing jury duty compensation.

R. Military Leave

1. An employee shall be entitled to any military leave provided by law and shall retain all rights and privileges granted by law arising out of the exercise of military leave.

S. Unpaid Parental Leave

1. An employee who is the natural or adoptive parent of a child may be entitled to an unpaid leave of absence for the purpose of child rearing or preparation for childbearing. Such leave shall be no longer than twelve (12) consecutive months and may be granted at the discretion of the district upon giving the district four (4) weeks' notice prior to the anticipated date on which the leave is to commence. Denials of unpaid leave shall not be arbitrary or capricious.

T. Personal Necessity Leave

1. Employees of the group may use a maximum of seven (7) days of sick leave in any fiscal year for personal necessity purposes. Unused personal necessity leave entitlement shall not be accumulated from year to year. The number of days of personal necessity leave entitlement shall not exceed the number of full days of unused sick leave to which the employee is entitled. Personal necessity leave may be granted for the following reasons:
 - a. Death of a member of the immediate family of the employee when additional leave is required beyond that provided in the bereavement provisions of this section. For purposes of personal necessity immediate family shall be defined in the same manner as in the bereavement provisions in this section except that one day of personal necessity

- leave shall be allowed for the death of a niece, nephew, aunt or uncle of the employee or employee's spouse or domestic partner, per death.
- b. Accident, involving the employee's person or property, or the person or property of an employee of his/her immediate family.
 - c. Appearance in any court or before any administrative tribunal as a litigant, party or witness under subpoena or any order made with jurisdiction.
 - d. Illness of a member of the immediate family of an employee.
 - e. Absence for mother and/or father on the occasion of childbirth, and absence for mother and/or father to meet legal compliance for adoption.
 - f. Other emergency or personal necessity involving essential employee welfare which is substantiated by the employee and approved by the district.
2. The employee shall submit a request for personal necessity leave approval on a district approved form to his/her immediate supervisor not less than two (2) work days prior to the beginning of the date of leave except for the purposes specified above or where extenuating circumstances make such notice impracticable. If the circumstances of personal necessity make it impractical for the employee to obtain advance authorization for personal necessity leave, the employee, must contact the immediate supervisor as soon as practicable, but, in no instance, later than two (2) hours after the start of the employee's regular work shift, provide reasons for the requested absence, and attempt to gain approval from the supervisor. The district, at its discretion, may waive the above requirement when it deems an emergency existed which made it impossible for the employee to comply with the notification procedure.

U. Personal Business Leave

1. Permanent employees and probationary employees who have completed six (6) months of service may request a paid personal business leave of absence for reasons not enumerated elsewhere in this handbook. Paid personal business leave shall not exceed one (1) working day in any fiscal year to be used in increments of not less than one-half workday. Paid personal business leave shall be non-accumulative and shall be for personal business matters which demand the employee's attention and which cannot reasonably be attended to during off-duty hours.
2. In no event shall personal business leave be utilized for any of the following reasons:
 - a. Political activities or demonstrations
 - b. Vacation, recreation or social activities
 - c. Employee Association activities
 - d. Routine personal activities
 - e. Job search or investigation
 - f. Any form of concerted activities, including work stoppage.
3. An employee requesting use of paid personal business leave shall submit a written request on a district approved form not less than two (2) days prior to the date of requested absence.
4. The employee shall not be required to state the specific nature of the business if the employee feels that the matter is personal, but shall be required to state that a personal situation exists and that the leave is not being utilized for any of the foregoing enumerated items.
5. The immediate supervisor may reject a request for paid personal business leave when in the judgment of the immediate supervisor the absence of the employee will seriously affect work production, the operation of the department, or where more than one employee in the department has requested leave on the same date.
6. Where more than one employee requests leave on a given date, the immediate supervisor shall give consideration to the requests in the order received.

V. Catastrophic Leave Donation Program

1. An employee must have completed probation in order to participate in or donate to the catastrophic leave program. An employee may donate earned vacation in one day increments to the catastrophic leave program and may donate up to five earned vacation days per fiscal year.
2. Process for Participation
 - a. The employee must submit a request to participate in the catastrophic leave program to the director of human resources. The director of human resources may require the employee to provide verification to support the catastrophic leave request.
 - b. An employee may be eligible to receive catastrophic leave donations for his/her catastrophic event or for the catastrophic event of the employee's spouse, domestic partner, parent, or child(ren).
 - c. The director of human resources will determine whether the employee meets the requirements for catastrophic leave.
 - d. An employee may use up to thirty (30) work days of catastrophic leave donations per catastrophic event.
3. Process for Donation
 - a. All catastrophic leave donations are irrevocable.
 - b. Employees making catastrophic leave donations must maintain a balance of at least five (5) days of earned vacation after donation.
 - c. Excess catastrophic leave donations shall be maintained in the catastrophic leave bank for future use.
 - d. The director of human resources will notify the coordinator, employee relations and classification when employee catastrophic leave requests are received. The coordinator will notify all eligible staff of the request for catastrophic leave donations.

W. Leave of Absence (Voluntary)

1. When no other leaves are available, a leave of absence may be granted to an employee on a paid or unpaid basis at any time upon any terms acceptable to the district and the employee.

X. Break in Service

1. No absence under any paid leave provisions of this section shall be considered as a break in service for any employee who is in paid status, and all benefits accruing under the provisions of this agreement shall continue to accrue under such absence.

SECTION VIII – PAY AND ALLOWANCES

A. Regular Pay

1. The salary schedule listed in Appendix A shall be increased by agreed upon salary increases.

B. Educational Recognition Pay

1. All employees who have earned an associate's degree from an accredited college/university shall receive an annual payment of \$250. All employees who have earned a bachelor's degree from an accredited college/university shall receive an annual payment of \$500. Only one degree shall be recognized for this provision. Annual payments shall be made to employees who are active employees of the district on June 30th of each year. There shall be no proration of this pay for employees who terminate employment prior to June 30th of each year.

C. Longevity Increases

1. Employees on the Supervisory/Confidential employees Salary Schedule hired by the district as regular confidential and supervisory employees shall receive longevity based on a one-year work period after the final step of the range is reached.
2. Longevity increases shall be based on a one-year cycle and calculated at an increment of 1.25% against the base salary for each longevity period.
3. Longevity increments are not automatic but are contingent upon satisfactory work performance and the recommendation of the superintendent/president.

D. Compensation During Training

1. If district approved training, initiated by either employee or their supervisor, takes place during regular working hours there will be no loss of pay or benefits to the employee. Attendance at district approved training must be preapproved by the employee's supervisor.

E. Salary on Promotion

1. An employee who is promoted to a position allocated a higher salary range shall be placed on the appropriate salary step so that the employee will receive not less than a five percent (5%) salary increase except that no employee shall be placed beyond the last step of the range.

F. Salary upon Reclassification

1. An employee who is in a position that is reclassified to a position in a higher salary range shall be placed on the appropriate salary step at which the employee will receive not less than a five percent (5%) salary increase. In no event shall an employee receive less than the lowest step or more than the highest step of the salary range of the new classification.

G. Payroll Adjustments

1. Underpayment: Any payroll error resulting in insufficient payment for an employee in the group shall be corrected, and a supplemental check issued, not later than five (5) working days after it has been determined that a payroll error has been made.
2. Overpayment: Any payroll error resulting in an overpayment for an employee in the group shall be corrected, and repayment arrangements made using the Repayment of Overpayment Authorization form.

H. Lost Warrants

1. Any warrant for an employee in the group which is lost after receipt by the district or which is not delivered within five (5) days of mailing, if mailed, shall be replaced upon notification as soon as possible upon any available district funds.

I. Meals, Mileage, and Lodging

1. The district shall reimburse employees for expenses of meals, mileage, and lodging incurred during the conduct of authorized district business at the rates established by the board for such purposes.

J. Bilingual Stipend

1. Employees who are required by the district to orally translate in Spanish to English and/or English to Spanish, and who are proficient in Spanish as determined by a district selected and administered examination, shall receive an additional \$50.00/month stipend. The district reserves the right to reevaluate the payment of this stipend at least once a year. Employees

who translate Spanish to English and/or English to Spanish on an occasional, casual or incidental basis shall not be eligible for this stipend.

K. Employee Achievement Awards

1. The district will provide an annual program of monetary awards for valuable suggestions, services, or accomplishments to one (1) Supervisory/Confidential employee. The amount of this monetary award will be \$200.

L. Compensation for Working Out-of-Classification Within the Group

1. An employee shall not be required to perform duties which are not fixed and prescribed for the position by the governing board unless the duties reasonably relate to those fixed for the position by the board, for any period of time which exceeds five (5) working days within a fifteen (15) calendar day period except as provided in this section.
2. No out-of-class assignment shall be offered to the employee by the supervisor without prior approval of Human Resources. This approval will include confirmation of duties and pay.
3. An employee who is required to perform duties inconsistent with their job description for more than five (5) working days shall have their salary adjusted upward by at least five percent (5%) for the entire period he/she is required to perform duties inconsistent with their job description.
4. If an employee is assigned to perform duties found in a job description in a higher classification, the employee shall advance to the first step in the salary range in that higher classification that affords them at least five percent (5%) salary increase for the higher classification duties they are temporarily performing for the entire period they are performing those higher duties.
5. The employee working outside of classification but within the group may, in consultation with the supervisor, voluntarily return to his/her permanent position prior to the completion of the assignment.
6. A temporary pay increase for the purpose of working out of classification shall have no bearing on an employee's request for reclassification.

M. Compensation for Working Out-of-Classification Outside the Group

1. Any permanent employee may accept an assignment within the district outside of the group, to an interim faculty or administrative position. During service in such a position, the employee will remain a member of the Supervisory/Confidential group. The employee will receive all benefits and compensations afforded the interim position.
2. The employee working outside of the group may, in consultation with the supervisor, voluntarily return to his/her permanent position prior to the completion of the interim assignment.

SECTION IX - EMPLOYEE EXPENSES AND MATERIALS

A. Uniforms

1. The district shall pay the full cost of the purchase, lease, rental, cleaning, and maintenance of uniforms if required by the district to be worn by Supervisory/Confidential employees. Supervisory/Confidential employees required by the district to wear uniforms will be responsible for replacing them if lost.
2. Supervisory/Confidential employees listed in the positions below may wear uniforms during working hours:
 - a. Maintenance Supervisor
 - b. Landscape Supervisor
 - c. Operations Supervisor
 - d. Supervisor, Custodial Services (Evening)

B. Safety Footwear

1. Appropriate foot protection or safety footwear shall be required for Supervisory/Confidential employees who are exposed to foot injuries from electrical hazards, hot, corrosive, poisonous substances, falling objects, crushing or penetrating actions, which may cause injuries or who are required to work in abnormally wet locations. (California Code of Regulations, Title 8, section 3385(a) Foot Protection)
2. Protective and appropriate footwear for employees shall meet OSHA standards and conform to the performance requirements and specifications in American Society for Testing and Materials (ASTM) F 2412-05 and Standard Test Methods for Foot Protection, and ASTM F 2413-05.
3. Supervisory/Confidential employees listed in the positions below are required to wear safety footwear during working hours:
 - a. Maintenance Supervisor
 - b. Landscape Supervisor
 - c. Operations Supervisor
 - d. Supervisor, Custodial Services (Evening)
 - e. Campus Graphics Supervisor
4. Either the district or individual Supervisory/Confidential employee can request a review to determine if safety footwear is appropriate for their position. Final determination will be made via consultation between the Supervisory/Confidential employee and their supervisor.
5. Safety footwear which is defective or inappropriate to the extent that its ordinary use creates the possibility of foot injuries shall not be worn. (California Code of Regulations, Title 8, section 3385(b) Foot Protection.). A request by the Supervisory/Confidential employee for replacement of safety footwear that may be defective and/or no longer effective shall be made to their immediate supervisor.
6. Required safety footwear will be paid for by the district. If the cost is in excess of \$125.00 the employee will be responsible for paying the balance. Safety footwear shall be purchased from a designated vendor selected by the district.

C. Safety Glasses

1. Supervisory/Confidential employees who are required by the district to wear safety glasses shall be provided an allowance for such glasses by the district.
2. Supervisory/Confidential employees listed in the positions below are required to wear safety glasses during working hours:
 - a. Maintenance Supervisor
 - b. Landscape Supervisor
 - c. Operations Supervisor
 - d. Supervisor, Custodial Services (Evening)
 - e. Campus Graphics Supervisor
3. Employees working in locations where there is a risk of receiving eye injuries, such as punctures, abrasions, contusions, or burns as a result of contact with flying particles, hazardous substances, projections, or injurious light rays which are inherent in the work or environment, shall be safeguarded by means of face or eye protection. Suitable screens or shields isolating the hazardous exposure may be considered adequate safeguarding for nearby employees. (California Code of Regulations, Title 8, section 3382)
4. Employees who do not wear prescription glasses will be provided with appropriate eye protection as approved by the Santa Barbara County SIPE safety officer.
5. Employees who do wear prescription glasses will be provided with appropriate eye protection that can be worn over the prescription lenses without disturbing the proper position, fit, or

usefulness of the prescription lenses. Appropriate eye protection will be the type approved by Santa Barbara County SIPE safety officer.

6. Employees who do wear prescription glasses, whose proper position, fit, or usefulness is impeded by eye protection worn over prescription lenses as provided above will be provided with prescription safety glasses from a vendor selected by the district and approved by the Santa Barbara County SIPE safety officer.
7. The employee who must wear prescription safety glasses will provide the lens prescription at no cost to the district.
8. The district will replace prescription safety glasses once every two (2) years or at an earlier date if the employee's lens prescription changes or if the glasses are damaged on the job. Work related damage must be verified by the district. The employee will be responsible to replace lost safety glasses and prescription safety glasses at employee's expense.

D. Non-Owned Automobile Insurance

1. The district agrees to provide secondary coverage for personal injury and property damage insurance to protect employees in the event that employees are required to use their personal vehicles on employer business. The employee must provide primary insurance coverage and must provide the district with a copy of a valid driver's license and proof of insurance.

E. Physical Examinations

1. The district agrees to provide the full cost of any medical examination required as a condition of employment or continued employment.

SUBSECTION IX- COLLEGE POLICE SERGEANT

A. Cost of Uniforms

1. The cost of the purchase of uniforms, equipment, identification badges, emblems, shoulder patches, badge patches, and business cards required by the district shall be fully paid by the district.
2. The cost of embroidering a Supervisory/Confidential employee's name on all uniform shirts shall be fully paid by the district, whether the district or the Supervisory/Confidential employee owns the shirts.
3. The district agrees to provide the following initial uniform and equipment items for all new Supervisory/Confidential employees hired as College District Police Sergeant prior to their starting date:
 - a. One (1) pair Class A uniform pants;
 - b. Two (2) pairs Class B uniform pants;
 - c. One (1) Class A blue long sleeve uniform shirt;
 - d. Two (2) Class B blue short sleeve uniform shirts;
 - e. One (1) Class C uniform shirt;
 - f. One (1) gold tie bar;
 - g. One (1) navy blue hat/cap;
 - h. One (1) district authorized metal badge and ID card issued by the police department;
 - i. One (1) pair of black work boots.
4. Equipment items: The following items shall be purchased and maintained by the district and will remain the property of same. Upon termination of employment, the below items shall be returned to the district:
 - a. One (1) nylon duty belt + liner belt;
 - b. One (1) key holder silent or regular;
 - c. Four (4) belt keepers;

- d. One (1) double handcuff case;
- e. Two (2) pair of handcuffs;
- f. One (1) rechargeable flashlight with AC charger and holder;
- g. One (1) mace/pepper spray and holder;
- h. One (1) collapsible baton and holder or Koga baton and holder;
- i. One (1) radio holder;
- j. Soft Body Armor, Level III A or higher threat level (the safety vest may include a hard and soft trauma plate);
- k. Raingear (Jacket, shirt, pants);
- l. Gun holster;
- m. Duty Weapon;
- n. Double magazine pouch;
- o. Three (3) magazines for the primary duty weapon;
- p. One (1) Black uniform Jacket (All weather jacket w/ liner);
- q. One (1) district authorized metal badge and ID card issued by the police department.

B. Uniform Allowance

1. For the purchase and maintenance of required uniforms, equipment, work boots, and rain gear, Supervisory/Confidential employees will receive an annual allowance of \$725. The \$725 allowance pertains to police officers only. Newly hired Supervisory/Confidential employees shall commence receiving the uniform allowance after successful completion of a one year probationary period.

C. Personal Property

1. Personal property, which is destroyed or damaged in the course of employment, shall be repaired or replaced by the district within sixty (60) calendar days from the date the employee submitted a claim to the district.
2. Personal property are those items necessary during job-related activities. Items include, but not limited to uniforms, eye glasses, personal mobile phone, and watches.
3. Personal property shall not include those items not required for job related activities. Items not included are necklaces or chains; earrings, bracelets, and other jewelry.
4. The total payable claims for prescription eye glasses shall not exceed \$200 per occurrence. The total payable claims for watches shall be \$50 per occurrence and \$200 per occurrence for mobile phone.
5. The procedure for the repair or replacement of damaged personal property shall be the same for district property as described in the AHJCDPD Policy Manual.

D. Lunch Period

1. Lunch Period: All Supervisory/Confidential employees covered by this Section for the district Police Department shall be given a paid lunch period at an undesignated time as part of their workday. It is understood that as this lunch period is paid, the Supervisory/Confidential employee shall still be required to answer urgent calls to service during his/her lunch period. The Supervisory/Confidential employee shall be allowed to go off campus, but no more than four (4) miles from the campus.

E. Rest Periods

1. All Supervisory/Confidential employees shall be granted rest periods, which, insofar as reasonable, shall be in the middle of each full-time work period in the morning and afternoon, at the rate of fifteen (15) minutes. The Supervisory/Confidential employee shall be allowed to go off campus, but no more than four (4) miles.

2. Time from unused rest periods may not be used to lengthen the lunch break or shorten the work day. Rest periods shall not be applied to any time owed the district that is to be made up.
3. Rest periods are part of the regular work day and shall be taken during the regular work day and compensated at the regular rate of pay for the Supervisory/Confidential employee.

SECTION X - HEALTH AND WELFARE BENEFITS

A. General Provisions

1. The district reserves the right to select a carrier to provide claims administration and services at appropriate benefit levels. The district will consult with the Supervisory/Confidential group in considering the selection of a carrier. All contemplated changes in carrier and individual plans shall be discussed with the Allan Hancock College Staff Benefits Committee prior to implementation. Supervisory/Confidential employees shall have one (1) representative on that committee.
2. The district reserves the right to determine the basis for establishing equivalency in considering individual carrier plans.
3. All health and welfare benefits covered under this section will be prorated for employees who work less than full-time, but twenty (20) hours or more per week.
4. "Full-time employment" is defined as employment for thirty-seven (37) hours per week in a position requiring nine (9) months or more service each year when the position is designated as full time by the district.
5. "Eligibility" shall be defined as all employees assigned and working twenty (20) hours or more per week.

B. Premium Costs

1. Prior to implementing any new premium costs through payroll deductions, the district will meet with Supervisory/Confidential employees to consider alternatives such as revisions to coverage including but not limited to deductibles and kinds and levels of service, in order to reduce the cost of insurance.
2. *Health/Medical Benefits:* For each eligible Supervisory/Confidential employee and dependent, the district will make a monthly contribution for health insurance through SISC or alternative coverage. A prescription drug plan and an Employee Assistance Plan (EAP) are included.
3. The district is not obligated to pay any increase in premium cost after September 30, 2016. Any increase in cost shall be borne by the Supervisory/Confidential employee through payroll deduction. Effective October 1, 2016, the district will pay \$340.00 per month for single coverage, \$673.00 per month for two-party coverage, and \$953.00 per month for family coverage. The difference in cost between the insurance plan selected and the district contribution will be paid for by the individual Supervisory/Confidential employee through payroll deduction.
4. Health/medical insurance for the eligible Supervisory/Confidential employees is mandatory unless an employee submits proof of coverage elsewhere.
5. *Dental Insurance:* The district shall provide each eligible Supervisory/Confidential employee and dependents a monthly district contribution for dental insurance through the district self-insurance dental plan.
6. The district is not obligated to pay any increase in dental insurance premium cost after September 30, 2016. Any increase in cost shall be borne by the Supervisory/Confidential employee through payroll deduction. Effective October 1, 2016, the district will pay \$53.12 per

month for single coverage, \$100.44 per month for two-party coverage, and \$140.64 per month for family coverage. The employee will pay any additional cost through payroll deduction.

7. Each eligible employee of the Supervisory/Confidential group is required to have district provided dental insurance.
8. *Life Insurance*: The district will provide each eligible Supervisory/Confidential employee paid life insurance with a maximum benefit upon death of \$6,000, including accidental death and dismemberment, and a paid decreasing term life insurance with accidental death and dismemberment.
9. Each eligible employee of the Supervisory/Confidential group is required to have district provided life insurance.

C. Income Protection Insurance (Long-term Disability)

1. For each eligible Supervisory/Confidential employee the district will pay \$0.225 per \$100 of payroll for Income Protection Insurance (long-term disability).
2. Each eligible employee of the Supervisory/Confidential group is required to have district provided income protection insurance.

D. Vision Insurance

1. Effective January 1, 2013, the district shall provide each eligible Supervisory/Confidential employee a monthly district contribution for vision insurance through the district vision plan.
2. The district will pay a premium cost up to \$5.67 per month for single coverage. The district is not obligated to pay any increase in the premium cost. Any increase in cost shall be borne by the Supervisory/Confidential employee through payroll deduction.
3. Vision insurance for the Supervisory/Confidential employee is mandatory unless an employee submits proof of coverage elsewhere.

E. Cash-in-Lieu-of Benefit Program

1. An employee who waives District medical insurance with proof of other insurance shall receive a cash-in-lieu of benefit as outline below:

Employee Only	\$1,498.00 paid over twelve (12) months
Employee Plus One Dependent:	\$1,362.70 paid over twelve (12) months
Employee Plus Two or More Dependents	\$1,248.20 paid over twelve (12) months

F. Insurance Rebate

1. If any insurance premium costs decrease, or if any premium costs remain static and the district receives a distribution resulting from a credit, dividend, refund, or similar mechanism, the amount of the distribution which is the Supervisory/Confidential's share at the time of the cost decreases or distribution shall be placed in an account to be used solely for the purpose of offsetting future premium increases until the account is exhausted.
2. The amount of the distribution as defined above, shall be used to offset increases for health/medical insurance, dental insurance, life insurance, and income protection insurance unless the account is exhausted.
3. Insurance premiums in effect on October 1, 2016 or changed as a result of meet and confer, will be used as the base from which to determine increases in premium cost from which to draw against the account.

G. Physical Examination

1. The Board agrees to ongoing annual \$300 wellness payment to be made in the November 30 paycheck without turning in reimbursement forms.

H. Medical Insurance for Eligible Retirees

1. All medical insurance for eligible retirees will be provided in accordance to Board Policy 7380.

SECTION XI – TRANSFERS AND PROMOTIONS

A. Definition of Terms

1. *Reassignment*: A reassignment is a change in an employee's assignment within the same department and within the same class.
2. *Transfer*: A transfer is a change in an employee's assignment from one department to another within the same class or a change to a position in a similar or related class with the same salary range.
3. *Promotion*: A promotion is a change in the permanent assignment of an employee from a position in one class after a recruitment process to a vacant position in another class with a higher salary range.
4. *Demotion*: A demotion is a change in the permanent assignment of an employee from a position in one class to a vacant position in another class with a lower salary range.

B. Types of Transfers

1. *Voluntary Transfer/Demotion*: Any employee of the Supervisory/Confidential group may request a transfer at any time. A request for a transfer or voluntary demotion shall be made in writing to the director of human resources and shall include the number of work hours the Supervisory/Confidential employee is willing to accept, the specific position or classification requested, and the number of months the Supervisory/Confidential employee is willing to work. Said requests shall remain on file in the office of human resources for a period of twelve (12) months. Such requests may include transfer to a vacant position with a lower maximum salary rate and/or to a position with fewer months of work.
2. As long as the salary range is the same, a transfer may also include an increase or decrease in the number of months worked. An employee will not be transferred to a position with fewer months of work, unless the employee has requested an assignment with fewer months of work. A change in assignment within the same class and within the same department does not constitute a transfer.
3. *Involuntary Transfers*: A transfer of any employee without their agreement whether temporary or permanent at any time.
4. *Administrative Transfer*: A Supervisory/Confidential employee may be transferred on a temporary or permanent basis at any time. Such transfer shall be necessary to meet the needs of the district. The affected Supervisory/Confidential employee shall be given notice five (5) workdays prior to the final decision in order to schedule a meeting to discuss the transfer if the Supervisory/Confidential employee requests the meeting.
5. *Medical Transfers*: When the required determination has been made pursuant to state and federal law that a permanent employee is medically unable to satisfactorily perform his/her regular job class duties because of illness or injury, the district may give alternate work when the same is available that is within the employee's capabilities. The transfer or reassignment, if any, shall be as follows:

- a. The employee's duties in his/her regular position may be altered in accordance with the capabilities of the employee. Such change in duties may require reclassification if the change in duties is permanent.
- b. The employee may accept demotion or transfer to a less demanding class or assignment.

C. Position Vacancies for Which There is a Recruitment

1. *Posting of Notice:* When a new Supervisory/Confidential position is created or an existing Supervisory/Confidential position becomes vacant and is to be filled, a notice of vacancy shall be posted on the AHC Web site and other appropriate venues for a period of not less than five (5) workdays.
2. Any employee in the Supervisory/Confidential group may apply for transfer or promotion to that position.
3. *Notice Contents:* The job vacancy notice shall include: The job title; a brief description of the position and duties; the minimum qualifications for the position; the assigned job site; the number of hours per day if less than full time; the normal assigned work shift, days per week, and months per year assigned to the position. The salary range and the deadline for filing to fill the vacancy shall be included.
4. *Filing:* An employee in the Supervisory/Confidential group may file for the vacancy by submitting the appropriate application form to the Human Resources department within the filing period.

D. Consideration of Applicants

1. *Transfers* - Supervisory/Confidential employees who apply for a transfer or voluntary demotion to a vacancy and meet the minimum qualifications will be given an opportunity for an interview and will be required to take any tests which are required under the Human Resources department procedures.
2. *Promotions* - All Supervisory/Confidential employees who apply for a promotion will be required to take any tests which are required under the Human Resources department procedures and will be considered along with other applicants for the position if all required application materials are submitted before the closing date.
3. Selection shall be made on the basis of merit including, but not limited to, such factors as skill, knowledge, personal qualifications, and potential for growth. Final decision on selection to fill vacancies shall be made by the district.

E. Mileage Compensation During Temporary Assignments

1. Any employee required to work at a work site on temporary assignment which is more than five (5) miles from his/her normal work site, shall be compensated for the total mileage difference between his/her normal work site and his/her temporary work site at the amount as established by the Internal Revenue Service for reimbursement for mileage up to twelve (12) months. Employees are required to submit the appropriate reimbursement claim to the business services office at the end of each month of temporary service.

SECTION XII - RECLASSIFICATION

A. Reclassification

1. Supervisory/Confidential employee shall submit a request for reclassification to their supervisor.
2. In order to be eligible for a reclassification study, a Supervisory/Confidential employee must have completed his or her probationary period.

3. Any request for reclassification may be submitted by the supervisor to the Human Resources department any time during the fiscal year.
4. During reclassification study, the employee may request out-of-class compensation.
5. Approved reclassifications will become effective upon a mutually agreed upon date.
6. A denial of the request for reclassification shall not prohibit the Supervisory/Confidential employee's eligibility to apply for a reclassification in the following fiscal year.
7. As part of the reclassification process, the immediate supervisor shall provide feedback on the reclassification within 15 days of submitting the request to the Human Resources department.

B. Reclassification Decision

1. The director of human resources shall send written notification to the Supervisory/Confidential employee and his or her immediate supervisor of the recommendation.
2. The employee receiving a recommended reclassification shall be given a written copy of the revised job description including title and salary range within 30 days after submission by supervisor.
3. The director of human resources shall make a recommendation to the superintendent/president to approve or deny each request for reclassification.

C. Appeal Process - Recommendation to Deny

1. A Supervisory/Confidential employee receiving a recommendation to deny his/her request for reclassification may file a written appeal to the director of human resources within ten (10) working days of receipt of the recommendation.
2. The director of human resources may interview the Supervisory/Confidential employee and other appropriate parties in its consideration of the appeal.
3. The director of human resources shall respond, in writing, to the Supervisory/Confidential employee with the recommendation regarding the appeal. A copy shall be sent to the immediate supervisor and Supervisory/Confidential employee within 30 days.
4. If, following the appeal, the director of human resources does not recommend approval of a request for reclassification, the district shall determine whether the Supervisory/Confidential employee will be considered for out of classification compensation or revert back to or maintain their original job description.

D. Appeal Process - Recommendation to Approve

1. A Supervisory/Confidential employee receiving a recommendation for an approved reclassification can request one (1) meeting with the director of human resources to review the revised job description, title, and salary range for the purpose of clarification and/or modification.
2. After the Supervisory/Confidential employee's questions and/or comments are taken under consideration by the director of human resources, he/she shall respond, in writing, to the Supervisory/Confidential employee with the recommendation regarding the appeal. A copy shall be sent to the immediate supervisor and Supervisory/Confidential employee within 30 days.

E. Recommendation to the Superintendent/President and Board of Trustees

1. The director of human resources shall present the recommendations to the superintendent/president.
2. The superintendent/president shall make his/her recommendation for reclassification and shall direct written notification to the Supervisory/Confidential employee, immediate supervisor, and director of human resources.

3. If the superintendent/president recommends approval of a request for reclassification, the Human Resources department shall prepare the board agenda item for consideration by the board of trustees.
4. If the board of trustees approves the request for reclassification, the Human Resources department shall ensure the necessary forms and appropriate documents are prepared.
5. If the superintendent/president does not recommend approval of a request for reclassification, the district shall determine whether the Supervisory/Confidential employee will be considered for out of classification compensation or revert back to his or her original job description.

F. Reclassification Implementation:

1. The salary range of the Supervisory/Confidential employee in a position which is reclassified shall be placed within the existing salary schedule (SS-40).
2. The Supervisory/Confidential employee's evaluation and salary step advancement date, for purposes of step increases and longevity, shall not change.

SECTION XIII – DISCRIMINATION

A. Discrimination Prohibited

1. No employee in the group shall in any way be favored or discriminated against in wages, hours, or other terms and conditions of employment because of his/her political opinion or affiliations, union affiliation, ethnic group identification, race, color, religion, gender, national origin, ancestry, age, disability, medical condition, status as a military veteran, marital status, sexual orientation, or any other legally protected category. Refer to board policy for more information.

SECTION XIV - CONTRACTING OUT

A. Contracting Out Provisions

1. The district is authorized to contract out services currently or customarily performed by the employees as allowed in Ed Code 88003.1 and Public Contract Code 20655 and 20656.
2. Notice to Supervisory/Confidential: In the event the district is considering contracting out services currently or customarily performed by the employees, the district will notify the Supervisory/Confidential group.
3. Such notice shall be given sufficiently in advance to allow for discussion, if necessary, unless in the case of emergency as defined in Ed code.
4. If Education Code Section 88003.1 is modified, the amended code shall supersede the above. If Education Code Section 88003.1 is repealed, the entire section will be deleted from the handbook and replaced with the following language:
 - a. The district agrees that it will meet and confer with the Supervisory/Confidential employees before deciding to contract out work normally and customarily performed by employees if contracting out would displace a Supervisory/Confidential employee.

SECTION XV - LAYOFF AND REEMPLOYMENT

A. Notification

1. In accordance with established law, the district will provide advanced notice and an opportunity to meet with the employee regarding the decision to layoff.

2. If the district is not eliminating a position, the district agrees to provide advanced notice and an opportunity to meet regarding the reduction of the positions' scheduled work hours, as well as the effects of any such reduction.

B. Layoff

1. Layoff shall occur only for lack of work or lack of funds.
2. When, as a result of a reduction or elimination of the service being performed by any department, Supervisory/Confidential employees shall be subject to layoff for lack of work, affected employees shall be given written notice of layoff not less than sixty (60) calendar days prior to the effective date of layoff.
3. Nothing herein provided shall preclude a layoff for lack of funds in the event of actual and existing financial inability to pay salaries of Supervisory/Confidential employees, nor layoff for lack of work resulting from causes not foreseeable or preventable by the board, without the notice required by subdivisions.

C. Reduction in Hours and Demotions

1. Employees who take a voluntary demotion or voluntary reduction in assigned time in lieu of layoff shall receive the same reemployment rights as employees who are laid off and shall retain eligibility to be considered for reemployment for an additional period of up to twenty-four (24) months.

D. Bumping Rights

1. An employee laid off or reduced from his/her present class may bump into the next lowest class in which the employee has greatest seniority considering his/her seniority in the lower class and any higher classes. The employee may continue to bump into lower classes to avoid layoff/reduction

E. Layoff in Lieu of Bumping

1. An employee who elects a layoff in lieu of bumping maintains his/her reemployment rights under this handbook.

F. Reemployment Rights

1. Laid off persons are eligible for reemployment in the class from which laid off for a thirty-nine (39) month period and shall be reemployed in seniority order of layoff. Their reemployment in the class shall take precedence over any new employment in the class.
2. In addition, they shall have the right to apply for promotional positions within the filing period specified in the Transfers and Promotions section of this handbook for a period of thirty-nine (39) months following layoff. An employee on a reemployment list shall be notified of promotional opportunities.
3. Supervisory/Confidential employees who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff shall be, at the option of the Supervisory/Confidential employee, returned to their former position at the time of layoffs.

G. Retirement in Lieu of Layoff

1. Any employee in the Supervisory/Confidential group may elect to accept a service retirement in lieu of layoff, voluntary demotion, or reduction in assigned time. Such employee shall within five (5) workdays prior to the effective date of the proposed layoff complete and submit a form provided by the district for this purpose.
2. The employee shall then be placed on a thirty-nine (39) month reemployment list.

3. The district agrees that when an offer of reemployment is made to an eligible person retired under this section, and the district receives within ten (10) working days a written acceptance of the offer, the position shall not be filled by any other person, and the retired person shall be allowed sufficient time to terminate his/her retired status.
4. An employee subject to this section who retires and is eligible for reemployment and who declines an offer of reemployment up to and equal to that from which laid off, shall be deemed to be permanently retired.
5. Any election to retire after being placed on a reemployment list shall be retirement in lieu of layoff within the meaning of this section.

H. Notification of Reemployment Opening

1. Any employee who is laid off and is subsequently eligible for reemployment shall be notified in writing by the district of an opening in their previous position. Such notice shall be sent by certified mail to the last address given the district by the employee, which shall acquit the district of its notification responsibility.

I. Employee Notification to District

1. An employee shall notify the district of his/her intent to accept or refuse reemployment within ten (10) working days following receipt of the reemployment notice. If the employee does not accept the reemployment, the employee's eligibility on the reemployment list shall terminate.

J. Seniority Roster

1. The district shall maintain an updated seniority roster indicating employee's length of service. Such roster shall be provided to Supervisory/Confidential employees at least forty-five (45) days prior to any layoff.

SECTION XVI - WORK PLACE SAFETY

A. District Compliance

1. The district shall conform to and comply with all health, safety, and sanitation requirements imposed by state or federal law or regulations adopted under state or federal law.

B. Reporting Unsafe Conditions

1. Any time an employee encounters an unsafe condition on the job, the affected employee(s) should file a report regarding the possible unsafe condition through the plant services work order system on the myHancock portal. Alternatively, the employee may complete the Safety Hazard/Suggestion Report Form also available on the myHancock portal.
2. The Supervisory/Confidential group is represented on the Safety Committee, and may provide input to any investigation.
3. No employee shall be in any way retaliated against as a result of reporting any condition believed to be a violation of this section.

C. Safety Committee

1. The district Safety Committee shall include proportional representation from the Supervisory/Confidential group. The committee shall review health, safety, sanitation and working conditions to insure compliance with state and federal regulations. The committee shall make recommendations to the district concerning improvements in health, safety, sanitation, and working conditions.

2. Release Time: The employees on the committee shall be allowed reasonable release time to attend meetings of the committee or related activities.

D. Drug and Alcohol

1. This section shall only apply to employees in positions identified by Board Policy 6950 and Administrative Procedure 6950.
2. Prohibited conduct may result in disciplinary action up to and including termination in accordance with the established procedures.
3. Any drug/alcohol treatment and/or rehabilitation cost shall be borne by the employee if such cost is not covered by the district medical insurance plan as provided by Section X, Health and Welfare Benefits.
4. Any leave approved by the district for alcohol/drug treatment and/or rehabilitation during the employee's contract year shall be in accordance with Section VII Leaves, and shall be taken from the employee's sick leave if sick leave is available.

SECTION XVII - PROFESSIONAL GROWTH

A. Professional Growth Procedures

1. On either a reduced pay or an adjusted work schedule basis, an employee may submit a request for permission to take a college course during his/her regularly scheduled work day to the immediate supervisor with final approval by the director of human resources. Approval of such a request shall be contingent upon the following conditions:
 - a. The course will improve the employee's service to the district.
 - b. Additional funds will not be required.
 - c. Classes taken during regular work hours must meet the following conditions:
 - i. The absence of the employee will not adversely affect the normal working operations of his/her department.
 - ii. The class will improve the employee's service to the district; or,
 - iii. The class is required for the degree the employee is seeking;
 - iv. Adjusted hours will be made up on the same day they are taken;
 - d. Two (2) or more employees will not take classes on an adjusted work schedule basis, and be gone from the work group at the same time.
 - i. When two (2) employees in the same work group have applied for the same hours of release time, the employee with the most seniority will have priority.
 - ii. The maximum number of adjusted work hours per week which may be allowed will be determined by the district.
 - e. The amount of reduced pay shall be proportionate to the time taken from the regular workweek. Employees shall be allowed to take classes at Allan Hancock College during their assigned lunch break provided the classes do not interfere with the assigned work schedule.

B. District Reimbursement

1. The district shall reimburse the employee for the registration fees, unit fees, cost of books, and required materials for all classes taken at Allan Hancock College. Reimbursements for employee expenses shall be made upon completion of the class with a grade of "P" (Pass), "C" or better and upon presentation of a receipt and completion of the reimbursement claim form. The claim will be submitted to the Human Resources department for processing.

C. Academic Degrees beyond Associate Level

1. Employees pursuing academic degrees beyond the associate level shall be reimbursed the cost of tuition and enrollment fees upon completion of courses with a grade of "C" or better, and upon presentation of receipt for said costs and completion of the reimbursement claim form which is submitted to the business services department for processing. Reimbursement shall be limited to \$1,000 per employee per fiscal year in which the course(s) are completed and a yearly fiscal collective total of a maximum of \$6,000 for the group.

D. District Required Training

1. Time spent in taking an Allan Hancock College course which is necessary for the performance of an employee's job and which the employee's supervisor directs him/her to take, with approval from the appropriate district vice president and the director of human resources, will be considered part of the employee's regular work schedule. Approval of such request shall be contingent upon the following conditions:
 - a. The course is necessary for providing or improving district services.
 - b. Additional funds will not be required for substitute help.
 - c. No more than one course or four units, whichever is greater, can be taken in any one semester or term.
 - d. The district will pay the enrollment fee and the cost of instructional materials including required textbooks.
 - e. The absence of the employee will not adversely affect the normal working operations of his/her department.

SECTION XVIII - LEAVE OF ABSENCE FOR RETRAINING AND STUDY

A. Leave of Absence

1. The governing board may grant an employee a leave of absence not to exceed one (1) year for the purpose of permitting study by the employee or for the purpose of retraining the employee to meet changing conditions within the district.
2. The governing board may provide that such a leave of absence shall be taken in separate six-month periods or in any other appropriate periods, rather than for a continuous one-year period; provided, that the separate periods of leave of absence shall be commenced and completed within a three-year period.

B. Granting a Leave of Absence

1. No leave of absence shall be granted under this article to any employee for study purposes who has not rendered service to the district for at least seven consecutive years, or for retraining purposes who has not rendered service to the district for at least three consecutive years preceding the granting of the leave.
2. The governing board may prescribe standards of service which shall entitle the employee to the leave of absence.
3. Any leave of absence granted under this section shall not be deemed a break in service for any purpose, except that such leave shall not be included as service in computing service for the granting of any subsequent leave under this section.

C. Performing Services During Leave

1. Every employee granted a leave of absence may be required to perform such services during the leave as the governing board of the district and the employee may agree upon in writing. The

employee shall receive such compensation during the period of the leave as the governing board and the employee may agree upon in writing, which compensation shall not be less than the difference between the salary of the employee on leave and the salary of a substitute employee in the position which the employee held prior to the granting of the leave. However, in lieu of such difference, the board may pay one-half of the salary of the employee on leave or any additional amount up to and including the full salary of the employee on leave.

D. Compensation During Leave

1. Compensation granted by the governing board to the employee on leave may be paid on a monthly basis. The compensation shall be paid the employee while on the leave of absence in the same manner as if the employee were working in the district, upon the furnishing by the employee of a suitable bond indemnifying the governing board of the district against loss in the event that the employee fails to render at least two years' service in the employ of the governing board following the return of the employee from the leave of absence. The bond shall be exonerated in the event the failure of the employee to return and render two years' service is caused by the death or physical or mental disability of the employee. If the governing board finds, and by resolution declares, that the interests of the district will be protected by the written agreement of the employee to return to the service of the district and render at least two years' service therein following his return from the leave, the governing board in its discretion may waive the furnishing of the bond and pay the employee on leave in the same manner as though a bond is furnished.

SECTION XIX - PARKING PERMITS

A. Issued Parking Permits

1. Annually, employees will receive one parking permit at no cost authorized for use at the Santa Maria and Lompoc campuses.
2. A second permit may be issued for motorcycle or vehicle for \$10.00.

B. Stolen Permits

1. All employees will be responsible for contacting campus security if their permit is lost or stolen.

SECTION XIX - EARLY RETIREMENT OPTIONS

A. Early Retirement Incentive

1. In the event the district offers early retirement incentives, Supervisory/Confidential employees will be given the same incentives as classified service employee association members.

B. Reduced Workload

1. All reduced workload benefits shall be in accordance with Education Code 88038 as noted below.

88038. Notwithstanding any other provision of this part, the governing board of a community college district may establish regulations which allow their classified employees to reduce their workload from full-time to part-time duties.

The regulations shall include, but shall not be limited to, the following, if classified employees wish to reduce their workload and maintain retirement benefits pursuant to Section 20819 of the Government Code:

- a. The classified employee shall have reached the age of 55 prior to reduction in workload.
- b. The classified employee shall have been employed full time in a classified position for at least 10 years of which the immediately preceding five years were full-time employment.
- c. During the period immediately preceding a request for a reduction in workload, the classified employee shall have been employed full time in a classified position for a total of at least five years without a break in service.
- d. The option of part-time employment shall be exercised at the request of the classified employee and can be revoked only with the mutual consent of the employer and the classified employee.
- e. The classified employee shall be paid a salary which is the pro rata share of the salary he or she would be earning had he or she not elected to exercise the option of part-time employment but shall retain all other rights and benefits for which he or she makes the payments that would be required if he or she remained in full-time classified employment.
- f. The classified employee shall receive health benefits as provided in Section 53201 of the Government Code in the same manner as a full-time classified employee.
- g. The minimum part-time employment shall be the equivalent of one-half of the number of days of service required by the classified employee's contract of employment during his or her final year of service in a full-time classified position.
- h. The period of the part-time classified employment shall not exceed five years.
- i. The period of the part-time classified employment shall not extend beyond the end of the school year during which the classified employee reaches his or her 70th birthday.

APPENDIX A – SALARY SCHEDULE – July 1, 2017

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
SUPERVISORY/CONFIDENTIAL EMPLOYEES SALARY SCHEDULE
JULY 1, 2017

<u>RANGE</u>	<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>	<u>STEP D</u>	<u>STEP E</u>	<u>STEP F</u>
1	97,998	102,898	108,043	113,445	119,117	125,073
2	93,331	97,998	102,898	108,043	113,445	119,117
3	88,887	93,331	97,998	102,898	108,043	113,445
4	84,654	88,887	93,331	97,998	102,898	108,043
5	80,623	84,654	88,887	93,331	97,998	102,898
6	76,784	80,623	84,654	88,887	93,331	97,998
7	73,127	76,784	80,623	84,654	88,886	93,330
8	69,645	73,127	76,784	80,623	84,653	88,886
9	66,329	69,645	73,127	76,783	80,622	84,653
10	63,047	66,199	69,509	72,984	76,633	80,465
11	60,341	63,358	66,526	69,852	73,345	77,012
12	57,645	60,527	63,553	66,731	70,068	73,571
13	54,940	57,687	60,571	63,600	66,780	70,119
14	52,234	54,846	57,588	60,467	63,490	66,665
15	49,536	52,013	54,614	57,345	60,212	63,223
16	46,833	49,175	51,634	54,216	56,927	59,773
17	44,133	46,340	48,657	51,090	53,645	56,327
18	41,427	43,498	45,673	47,957	50,355	52,873

SS-40
08/14/2017

<u>Supervisory</u>	<u>Range</u>	<u>Confidential</u>	<u>Range</u>
*Maintenance Supervisor	3	*Executive Assistant to the Superintendent/President and the Board of Trustees	1
*Purchasing Supervisor	3	*Budget Analyst	1
*Accounting Supervisor	3	*Coordinator, Employee Relations/Classification	4
*Auxiliary Accounting Supervisor	4	*Coordinator, Human Resources/Professional Development	4
*Technical Services Supervisor	4	*Coordinator, Recruitment	4
*College District Police Sergeant	5	Executive Secretary (Office of Superintendent/President)	10
*Campus Graphics Supervisor	6	Technical Services Specialist	16
*Payroll Supervisor	6		
*Landscape Supervisor	6		
*Operations Supervisor	7		
*Supervisor, Custodial Services	9		

(*) Indicates exempt status in accordance with FLSA regulations.

STEP INCREASES

Annual step movement is not automatic, but contingent upon satisfactory work performance and the recommendation of the superintendent/president.

LONGEVITY INCREASES

Employees on the Supervisory/Confidential employees Salary Schedule hired by the district as regular confidential and supervisory employees shall receive longevity based on a one-year work period after the final step of the range is reached.

Longevity increases shall be based on a one-year cycle and calculated at an increment of 1.25% against the base salary for each longevity period.

Longevity increments are not automatic but are contingent upon satisfactory work performance and the recommendation of the superintendent/president.

APPENDIX B – SALARY SCHEDULE – July 1, 2016

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
SUPERVISORY/CONFIDENTIAL EMPLOYEES SALARY SCHEDULE
JULY 1, 2016

1.02% COLA

Range	Step A	Step B	Step C	Step D	Step E
1	66,329	69,645	73,127	76,783	80,622
2	63,047	66,199	69,509	72,984	76,633
3	60,341	63,358	66,526	69,852	73,345
4	57,645	60,527	63,553	66,731	70,068
5	54,940	57,687	60,571	63,600	66,780
6	52,234	54,846	57,588	60,467	63,490
7	49,536	52,013	54,614	57,345	60,212
8	46,833	49,175	51,634	54,216	56,927
9	44,133	46,340	48,657	51,090	53,645
10	41,427	43,498	45,673	47,957	50,355

SS-40
07/01/2016

<u>RANGE</u>	<u>TITLE</u>
1	Administrative Assistant to the Superintendent/President and the Board of Trustees Budget Analyst Purchasing Supervisor
2	Maintenance Supervisor Campus Graphics Supervisor
3	Accounting Supervisor Auxiliary Accounting Supervisor Payroll Supervisor Coordinator, Employee Relations/Classification Coordinator, Human Resources/Professional Development Coordinator, Recruitment College District Police Sergeant Landscape Supervisor
4	Operations Supervisor
5	Executive Secretary III to the Associate Superintendent Vice President, Finance/Administration Supervisor, Custodial Services (Evening) Executive Secretary I - (Office of Superintendent/President)
6	None
7	None
8	Technical Services Specialist
9	None
10	None

Annual step movement is not automatic, but contingent upon satisfactory work performance and the recommendation of the superintendent/president.

Longevity Increases

1. Employees on the Confidential and Supervisors Salary Schedule hired by the district as regular confidential and supervisory employees prior to September 5, 1993, shall receive longevity steps (2.1 percent of base pay) which will be factored in one year for each three years worked as regular district employees beginning the first year after Column E is reached. Longevity steps accumulate, but no more than one additional step per year may be granted
2. Employees on the Confidential and Supervisors Salary Schedule hired by the district as regular confidential and supervisory employees after September 5, 1993, shall receive longevity steps (2.1 percent of base pay) which will be factored at the end of each full two-year work period after the final step of the range is reached.
3. Longevity increases (2.1 percent of base pay) granted on or after January 1, 2000, will be based on a full two-year work period after the final step of the range is reached, except for employees hired by the district as regular confidential and supervisory employees prior to September 5, 1993. For those employees, any longevity service accumulated prior to January 1, 2000, will continue to be recognized by longevity increases each year based on three- year intervals until the number of longevity increases equals one-third of the number of total years of district service. Thereafter, future longevity increases will be on the two-year cycle.
4. Longevity is calculated at an increment of 2.1% against the base salary for each longevity period.
5. Longevity increments are not automatic but are contingent upon satisfactory work performance and the recommendation of the superintendent/president.

APPENDIX C – SALARY SCHEDULE – July 1, 2015

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
CONFIDENTIAL AND SUPERVISORS SALARY SCHEDULE
JULY 1, 2015

.85%
COLA

<u>RANGE</u>	<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>	<u>STEP D</u>	<u>STEP E</u>
1	65,659	68,942	72,389	76,008	79,808
2	62,410	65,531	68,808	72,248	75,860
3	59,732	62,719	65,855	69,148	72,605
4	57,063	59,916	62,912	66,058	69,361
5	54,385	57,104	59,959	62,957	66,105
6	51,707	54,292	57,007	59,857	62,850
7	49,036	51,488	54,062	56,765	59,603
8	46,360	48,678	51,112	53,668	56,351
9	43,687	45,871	48,165	50,573	53,102
10	41,009	43,059	45,212	47,473	49,847

SS-40
1/9/15

<u>RANGE</u>	<u>TITLE - SUPERVISOR AND CONFIDENTIAL POSITIONS</u>
1	Administrative Assistant to the Superintendent/President and the Board of Trustees Budget Analyst
2	Maintenance Supervisor
3	Coordinator, Collective Bargaining and Diversity College District Police Sergeant Landscape Supervisor Purchasing Agent
4	None
5	Coordinator, Classification/Compensation & Leave of Absence Administration Coordinator, Recruitment Services Executive Secretary III to the Vice President, Administrative Services Supervisor, Custodial Services (Day) Supervisor, Custodial Services (Evening)
6	Executive Secretary I - (Office of Superintendent/President)
7	None
8	Technical Services Specialist (Human Resources)
9	None
10	None

SS-40
R 03/14
R 06/13
Positions updated 4/20/11
Positions updated 5/25/10
Positions updated 3/24/08

R 1/08
R 2/07
Positions updated 10/06
R3/22/06

STEP INCREASES

Annual step movement is not automatic, but contingent upon satisfactory work performance and the recommendation of the superintendent/president.

LONGEVITY INCREASES

Employees on the Confidential and Supervisors Salary Schedule hired by the district as regular confidential and supervisory employees prior to September 5, 1993, shall receive longevity steps (2.1 percent of base pay) which will be factored in one year for each three years worked as regular district employees beginning the first year after Column E is reached. Longevity steps accumulate, but no more than one additional step per year may be granted.

Employees on the Confidential and Supervisors Salary Schedule hired by the district as regular confidential and supervisory employees after September 5, 1993, shall receive longevity steps (2.1 percent of base pay) which will be factored at the end of each full two-year work period after the final step of the range is reached.

Longevity increases (2.1 percent of base pay) granted on or after January 1, 2000, will be based on a full two-year work period after the final step of the range is reached, except for employees hired by the district as regular confidential and supervisory employees prior to September 5, 1993. For those employees, any longevity service accumulated prior to January 1, 2000, will continue to be recognized by longevity increases each year based on three-year intervals until the number of longevity increases equals one-third of the number of total years of district service. Thereafter, future longevity increases will be on the two-year cycle.

Longevity is calculated at an increment of 2.1% against the base salary for each longevity period.

Longevity increments are not automatic but are contingent upon satisfactory work performance and the recommendation of the superintendent/president.

APPENDIX D – BOARD POLICIES



BP 7380

**Allan Hancock Joint Community College District
Board Policy
Chapter 7 – Human Resources**

BP 7380 RETIREMENT BENEFIT POLICY

The following Retirement Benefit Policy applies to full-time Allan Hancock College Management, Supervisory, Confidential, and *Faculty Employees (See * Note below).

PLAN A

FOR AHC RETIREES BETWEEN 55 AND 65 YEARS OLD

Group I-A

Current fulltime Allan Hancock College Management, Supervisors and Confidential, and Faculty Employees Eligible to Retire by June 30, 1989

I-A-1 A minimum of ten years of consecutive full-time District service is required immediately preceding retirement to qualify for these benefits for employees who retire after June 30, 1989.

The District will contribute an amount equal to that paid toward the AHC medical insurance premium for single coverage on the AHC medical insurance plan as provided to active full-time management and faculty employees to age 65, at which time the retiree converts to plan B. The District will also contribute an amount equal to that paid toward the AHC medical insurance premium for spousal coverage on the AHC medical insurance plan as provided to spouses of active full-time management and faculty employees. Coverage for spouse is limited to one year for each year of marriage to employee at time of employee's retirement to a maximum of 15 years, or spouse's age 65, whichever comes first. If widowed, District will continue to contribute toward spouse's coverage utilizing the same eligibility criteria cited above to age 65. Children (to age 18 or 23 if full-time college student) may be added at retiree's expense. Children of a deceased retiree have the

option to buy-in (to age 18 or 23 if full-time college student) at their own expense. Children on the AHC medical plan at the time of retirement or death of employee are automatically eligible to continue on the plan at their own expense. However, if not on the plan, they must be accepted by the insurance company.

OR

I-A-2 Retiree has option to designate the payment of medical insurance premiums up to an amount equal to that paid by the District in Plan I-A-1 towards a medical insurance plan in-lieu-of the District medical plan.

OR

I-A-3 If employee has not been on the AHC medical insurance plan, s/he will continue to receive TSA amount annually until age 65. AHC employees on this plan who wish to switch to AHC medical insurance plan at or during retirement before age 65, must pass a required physical examination and be accepted by insurance company. The same requirement applies to spouses and children not on AHC plan who wish to qualify for coverage at or during AHC employee's retirement.

* Refer to Faculty Association Agreement for faculty employees hired on or after July 1, 1993.

Group II-A

Employees Hired Before January 1, 1989, but Not Eligible for STRS or PERS Retirement as of June 30, 1989

II-A-1 Fifteen years of full-time District employment required.

The options available to Group II-are options I-A-1, I-A-2, and I-A-3.

Group III-A

Faculty Employees Hired after April 1, 1989 but prior to July 1, 1993.*

III-A-1 Twenty years of full-time District employment required to qualify for 50 percent of the medical insurance benefit. An additional 10 percent will be added for each year of employment to the 25th year at which time the employee becomes fully vested.

Options same as Group I-A-1, I-A-2, or I-A-3.

Group IV-A

Management Employees Hired on or after April 1, 1989 but prior to January 1, 1994

IV-A-1 Ten years of full-time District employment required to qualify for 50 percent of the medical insurance benefit. An additional 10 percent will be added for each year of employment to the 15th year at which time the employee becomes fully vested.

The District will maintain coverage for a retiree under the medical insurance plan upon PERS or STRS retirement as evidenced by the receipt of monthly retirement payments from PERS or STRS provided the employee is at least 55 years of age but less than 65 and has been a regular employee of the District for the required number of years as outlined above, and provided the retiree is actively employed by Allan Hancock College at the time of retirement. Upon reaching age 65, the employee converts to Plan B. The District will also contribute an amount equal to that paid toward the AHC medical insurance plan as provided to spouses of active full-time management and faculty employees (at the percentage of full vesting for the retiree). The employee will also have the option of increasing coverage for self up to 100 percent total in exchange for less (or no) coverage for spouse. As with Group I-A-I, coverage for spouse is limited to one year for each year of marriage to employee at time of employee's retirement to a maximum of 15 years, or spouse's age 65, whichever comes first.

OR

IV-A-2 Retiree has the option to designate the payment of medical insurance premiums up to an amount equal to that paid by the District in Plan IV-A-1 towards a medical insurance plan in-lieu-of the District medical plan.

OR

IV-A-3 If the employee has not been on the AHC medical insurance plan, he/she will continue to receive cash-in-lieu-of amount annually until age 65. AHC employees on this plan who wish to purchase coverage under the AHC medical insurance plan at or during retirement before age 65 must sign up when first eligible or wait for open enrollment. The same requirement applies to spouses and children not on AHC plan who wish to qualify for coverage at or during AHC employee's retirement.

* Refer to Faculty Association Agreement for faculty employees hired on or after July 1, 1993

Group V-A

Management Employees Hired on or after January 1, 1994

V-A-1 Ten years of full-time District employment required to qualify for 50 percent of the medical insurance benefit. An additional 10 percent will be added for each year of employment to the 15th year at which time the employee becomes fully vested.

The District will maintain coverage for a retiree under the medical insurance plan upon PERS or STRS retirement as evidenced by the receipt of monthly retirement payments from PERS or STRS provided the employee is at least 55 years of age but less than 65 and has been a regular employee of the District for the required number of years as outlined above, and provided the retiree is actively employed by Allan Hancock College at the time of retirement. Upon reaching age 65, the retired employee shall no longer be eligible for District paid medical benefits. The retiree's spouse shall not be eligible for this benefit through District paid premium. However, the retiree may purchase coverage for self and/or spouse. There is no conversion to Plan B under this plan.

[Board action January 1, 1994.]

Options outlined for Group I-A (I-A-2 and I-A-3) are available to this group, but refer only to single coverage (no spouse or children).

Group VI-A

Confidential and Supervisory Employees Hired after April 1, 1989, but prior to January 1, 1994.

VI-A-1 Twenty years of full-time District employment required to qualify for medical insurance benefit.

Options same as Group I-A-1, I-A-2, or I-A-3.

Group VII-A

Confidential and Supervisory Employees Hired on or after January 1, 1994.

VII-A-1 The District will maintain coverage for a retiree under the medical insurance plan upon PERS retirement as evidenced by the receipt of monthly retirement payments from PERS provided the employee is at least 55 years of age but less than 65 and has been a regular employee of the District for twenty or more consecutive years of service, and provided the employee is actively employed by Allan Hancock College at the time of retirement. Upon reaching age 65, the employee shall no longer be eligible for District paid medical benefits. The retiree's spouse shall not be eligible for this benefit through District paid premium. However, the retiree may purchase coverage for self and/or spouse. There is no conversion to Plan B under this plan. [Board action January 1, 1994.]

Options as outlined for Group I-A (I-A-2 and I-A-3) are available to this group, but refer only to single coverage (no spouse or children).

* Refer to Faculty Association Agreement for faculty employees hired on or after July 1, 1993.

PLAN B FOR AHC RETIREES AGE 65 AND OLDER

Group I-B

Current Full-time AHC Management, Supervisors & Confidential, & Faculty Employees Eligible to Retire by June 30, 1989

I-B-1 A minimum of ten years of consecutive full-time District service is required immediately preceding retirement to qualify for these benefits for employees who retire after June 30, 1989. For AHC retirees not covered by any other form of medical insurance such as national, state, employer, private or spousal coverage, etc., the District will contribute an amount equal to that paid toward the AHC medical insurance premium for single coverage as provided to active full-time management and faculty employees. The District will also contribute an amount equal to that paid toward the AHC medical insurance premium for spousal coverage on the AHC medical insurance plan to spouse's age 65. Coverage for spouse is limited to one year for each year of marriage to employee at time of retirement to a maximum of 15 years, or spouse's age 65, whichever comes first. If AHC retiree dies, District will continue to contribute toward spouse's coverage utilizing the same eligibility criteria cited above to age 65. The retiree has the option to add his/her children (to age 18 or 23 if full-time college student) at his/her own expense. Children of a deceased AHC retiree have the option to buy-in (to age 18 or 23 if full-time college student) at their own expense. Children on the AHC medical plan at the time of retirement or death of the employee are automatically eligible to continue on the plan at their own expense. However, if not on the plan, they must be accepted by the insurance company.

OR

I-B-2 Retiree eligible for I-B-1 has option to designate the payment of medical insurance premiums up to an amount equal to that paid by the District in Plan I-B-1 towards a medical insurance plan of retiree's choice in-lieu-of the District medical plan.

OR

I-B-3 This option is for AHC retirees covered by Medicare or any other form of national, state, employer, private or spousal medical insurance. The District will pay two percent

of the employee's highest average annual compensation earnable by a member during any period of three (3) consecutive years in the program toward premiums for the retiree's Medicare supplemental insurance of his/her choice, and/or Medicare Catastrophic Coverage Act of 1988 supplemental premium for Part A coverage, and/or the Medicare premium surtax, and/or the Medicare deductible, and/or other Medicare related costs. The sum received by the retiree will be increased by two percent (2%) annually on the first day of the month following the employee's retirement date anniversary.

* Refer to Faculty Association Agreement for faculty employees hired on or after July 1, 1993.

Group II-B

Employees Hired Before January 1, 1989, but not Eligible for STRS or PERS Retirement as of June 30, 1989

II-B-1 Fifteen years of full-time District employment required.

The options available to Group II-B-1 are options I-B-1, I-B-2, or I-B-3.

Group III-B

Faculty Employees Hired After April 1, 1989, but prior to July 1, 1993*

III-B-1 Twenty years of full-time District employment required to qualify for 50 percent of the medical insurance benefit. An additional ten percent will be added for each year of employment to the 25th year at which time the employee becomes fully vested.

The options available to Group III-B-1 are I-B-1, I-B-2, or I-B-3

Group IV-B

Management Employees Hired on or after January 1, 1989 but prior to January 1, 1994.

IV-B-1 Ten years of full-time District employment required to qualify for 50 percent of the medical insurance benefit. An additional 10 percent will be added for each year of employment to the 15th year at which time the employee becomes fully vested.

The options available to Group IV-B are I-B-1, I-B-2, or I-B-3.

Group V-B

Management Employees Hired on or after January 1, 1994.

V-B There is no conversion to Plan B for this group. However, retirees may purchase coverage for self and spouse at their own expense.

Group VI-B

Confidential and Supervisory Employees Hired After April 1, 1989, but prior to January 1, 1994

VI-B-1 Twenty years of full-time District employment required for 100 percent benefit.

The options available to Group VI-B-1 are I-B-1, I-B-2, or I-B-3.

Group VII-B

Confidential and Supervisory Employees Hired on or after January 1, 1994.

There is no conversion to Plan B for this group. However, retirees may purchase coverage for self and spouse at their own expense.

NOTES

- Note #1 For purposes of brevity, the word DISTRICT shall be used to describe the Allan Hancock Joint Community College District. The word BOARD shall refer to the Allan Hancock Joint Community College District Board of Trustees.
- Note #2 The medical insurance benefit refers to medical insurance for medical coverage. It does not include dental, vision, life or any other form of insurance. (The life insurance policy is dropped upon retirement.)
- Note #3 Retirees age 55 to 65 may voluntarily switch from option I-A-1 to option I-A-2 or I-A-3, and at age 65 may convert from Option I-A-2 to I-A-3, or if eligible for Plan B, from I-B-1 to I-B-2 during retirement. See I-A-3 for exception. (On certain plans, at age 65, retiree automatically converts from Plan A to Plan B.)
- Note #4 Spouse, under certain plans, is eligible for District coverage upon employee's retirement. If eligible, spouse benefits only apply if the spouse is married to AHC employee at time of AHC employee's retirement.
- Note #5 Spouse loses District benefit upon divorce, but may extend the coverage on the AHC medical insurance plan at own expense for 36 months (COBRA Act). After this extension expires, ex-spouse may purchase a conversion plan from the college insurance company. In the case where two

employees are married to each other and one employee retires, and there is a subsequent dissolution of marriage or the District employed spouse leaves the employ of the District, the retiree's status will revert to the plan option he/she was eligible for at the time of retirement, or if over 65 years of age, the applicable option(s) described in Plan B, if eligible.

- Note #6 Widowed spouse loses benefits if s/he remarries.
- Note #7 In the event the medical insurance premium payments paid by the District are reduced by agreement with the Faculty Association as part of a negotiated agreement, the retirees will continue to receive an amount paid by the District equal to the amount paid by the District at the time of the agreement. Thus, while the retiree's benefits may be frozen, they will not be decreased.
- Note #8 Eligible AHC Retirees 65 or older who do not qualify for Medicare and wish to take advantage of Options I-B-1 or I-B-2 must provide the District with proof of ineligibility for Medicare. Proof of ineligibility may be obtained either by going in person to the local Social Security Office or by calling the following toll free number 1-800-772-1213. The Social Security representative will set up a personal or teleclaim appointment at which time the necessary information will be obtained from the individual. After the claim has been processed and a determination of ineligibility made, the individual will receive a letter from the Social Security Office notifying them of their status. The employee/retiree who is ineligible for Medicare must provide a copy of that letter to the District showing proof of non-coverage before qualifying for the stated benefits.
- Note #9 Medical insurance benefits and deductible schedules shall not be less for retirees than provided regular management and faculty employees who were hired at the same time.
- Note #10 Medical insurance benefits and deductible schedules are subject to change.
- Note #11 Sabbatical Leave and Willie Brown Act participants and Board approved leaves of absences for up to two years do not constitute a break in service for purposes of establishing eligibility for these retirement benefits. However, time taken for a leave of absence will not count toward total years of service credit for the purpose of qualifying for these benefits.
- Note #12 Spouses are not eligible for AHC medical insurance program at age 65 unless the spouse is an employee of AHC who has been carried on the

AHC policy as a dependent. At age 65, the spouse could then opt for Plan B as appropriate. (However, the spouse may be eligible for coverage at his/her own expense.)

- Note #13 If two AHC employees/retirees are married to each other, then one must take coverage as a dependent, if they choose to enroll in the District paid medical plan. This does not apply if they are enrolled in different District medical insurance plans.
- Note #14 The period of November 15-December 15 each year is the only open enrollment period for AHC medical insurance. The effective date of commenced coverage will be January 1 of the following year. These restrictions also apply to spouses and dependents.
- Note #15 The District reserves the right to select a carrier to provide claims, services, and administration for benefits.
- Note #16 The District reserves the right to determine the basis for establishing equivalency in considering individual carrier plans.
- Note #17 Retiree must draw STRS or PERS retirement pay to qualify for retiree medical benefits and must have been actively employed at Allan Hancock College at the time of retirement. The college recognizes some time may elapse between the time STRS or PERS retirement papers are filed and the STRS or PERS checks actually are processed, and will provide the medical benefits for the retiree during this time.
- Note #18 Employee must inform District in writing of initial coverage decision within 35 days of retirement.
- Note #19 For those not eligible for the above, the District will permit enrollment by any former District management and faculty retiree employee and spouse or surviving spouse in the medical (indemnity or HMO) or dental plans currently provided for active management and faculty employees, at premium rates set by the insurance companies. The coverage may be fully paid for by the retiree and/or spouse, but nothing compels the medical or dental plan carriers to underwrite this liability (AB 528 – effective January 1, 1986).
- Note #20 Payments, when applicable, will be paid quarterly in advance.

- Note #21 This policy shall be governed and construed in accordance with the laws of the State of California excluding that body of law applicable to conflicts of law. In the event any such provision to either party shall be held by a court of appropriate jurisdiction to be contrary to California or Federal law, the remaining provisions of this policy shall remain in force and effect.
- Note #22 Faculty refers to any instructor, counselor, librarian or any other employee who will retire under STRS and/or PERS and who is on the District's "Certificated Contract Salary Schedule" at the time of retirement.
- Note #23 Management refers to any employee who will retire under STRS and/or PERS and who is on the District's "Management Salary Schedule" at the time of retirement.
- Note #24 Children eligible for coverage, where applicable, to age 18 or 23 if full-time college student.
- Note #25 AHC regular employees who work less than full-time will receive pro-rata medical benefits at same percentage of their contract for medical insurance.

Addendum to Board Policy 3405

Policy additions and corrections required by changes in Internal Revenue Services regulations, District benefits changes, or insurance company guidelines will continue to be updated in this addendum. Current changes are as follows:

1. In cases where children may be added to a retiree's health benefits coverage, the applicable age parameters have been changed, so that the references to children now reads, "Children (to age 19 or 25 if unmarried and a dependent according to IRS regulations) may be added at retiree's expense."
2. All references in the policy to TSA (tax-sheltered annuity) now refer to "cash-in-lieu-of" benefit. The change came into effect when the District adopted the Section 125 plan so that employees could tax shelter certain medical-related expenses.
3. If employees who have not been on the District medical insurance plan wish to switch to the District plan at or during retirement before age 65, they must sign up when first eligible or wait for open enrollment. Previously, a physical examination and acceptance by the insurance company were required. The same requirement applies to spouse and children not on the AHC plan who wish to qualify for coverage at or during the AHC employee's retirement.

4. The open enrollment period referred to in the policy is now mid-August to mid-September, and the effective date of coverage is now October 1.

5. Board Policy 3405 does not apply to faculty members hired on or after July 1, 1993. Those employees are now covered by the Agreement between the Allan Hancock Joint Community College District and the Faculty Association of Allan Hancock College.

* Refer to Faculty Association Agreement for faculty employees hired on or after July 1, 1993.

Adopted: 1/18/94

Revised: 2/29/02

(Replaces Board Policy 3405)



BP 7240

Allan Hancock Joint Community College District
Board Policy
Chapter 7 – Human Resources

BP 7240 SUPERVISORY/CONFIDENTIAL EMPLOYEES

Upon the recommendation of the superintendent/president, the Board of Trustees shall designate classified employees to Supervisory/Confidential positions in accordance with the laws, rules, and regulations of the State of California and with the regulations of the California Public Employment Relations Board and in accordance with district policies and procedures and approve those positions to be supervisory or confidential. Likewise, the Board of Trustees shall approve job descriptions of all supervisory and confidential positions.

Supervisory employees, regardless of job description, have the authority to plan, organize, and direct activities and projects related to their area of responsibility and have the responsibility to assign work to, direct, and evaluate subordinate personnel.

“Confidential employee” means any employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions.

Supervisory/Confidential employees are not eligible for inclusion in a bargaining unit represented by an exclusive representative, and no collective bargaining agreement controls the terms and conditions of their employment. Supervisory/Confidential employees shall be compensated in the manner set by the board upon the recommendation of the superintendent/president. Supervisory/Confidential employees shall further be entitled to health and welfare benefits made available by action of the board upon recommendation by the superintendent/president.

Procedures developed by the superintendent/president provide the terms and conditions of employment for Supervisory/Confidential employees. Such terms and conditions of employment shall include, but not be limited to, procedures for evaluation and rules regarding leaves, transfers, and reassignments.

Reference: Government Code Section 3540.1(c)

Adopted: 10/89

Revised: 7/91

Revised: 6/17/08

NOTE: *Replaces Board Policy 2020
Confidential Employees*

(Replaces Board Policy 2015)



AP 7240

Allan Hancock Joint Community College District
Administrative Procedure
Chapter 7 – Human Resources

AP 7240 SUPERVISORY/CONFIDENTIAL EMPLOYEES

Employment

The district employs Supervisory/Confidential employees as probationary or permanent. The district shall make all original appointments of Supervisory/Confidential employees as probationary for one calendar year. During this probationary period, the district may demote, suspend, or dismiss the employee, and such action may entitle the employee to a hearing before the board. The Supervisory/Confidential employee receives all district benefits while on probation and accrues vacation and sick leave in the same manner as a permanent classified employee. Once the Supervisory/Confidential employee completes the probationary period in a satisfactory manner, the district shall classify him or her as a permanent employee who is subject to dismissal only for cause in accordance with Educational Code Section 88013. A permanent employee who is serving a probationary period as a Supervisory/Confidential employee as the result of a promotion and whom the district finds unsatisfactory in the higher classification shall be reinstated in the former position unless there is cause for dismissal.

Leaves of Absence

Board Policy ~~3240~~ 7340 and Administrative Procedure ~~3240.04~~ 7340 cover leaves of absence that apply to Supervisory/Confidential employees.

Dismissal, Suspension, or Demotion

Board Policy ~~5920~~ 7365 addresses dismissal, suspension, and demotion.

Assignment and Transfer

Board Policy ~~5960~~ 7230 covers assignments and transfers of Supervisory/Confidential employees.

Evaluation

Classified Performance Evaluation Instructions and Guidelines, developed and published by Human Resources, outlines the process for evaluation of classified employees, including Supervisory/Confidential employees.

Reference: Ed Code 88013; ~~BP 3210; AP 5300.02; BP 5920; BP 5960; and BP 5970~~

Approved: 6/17/08

Revised:

*(Replaces Administrative Procedure
2015.01)*

INFORMATION ITEM

To:	Board of Trustees	Date:	
From:	Superintendent/President		December 11, 2018
Subject:	Monthly Report, Associate Superintendent/Vice President, Academic Affairs	Item Number:	15.F.
Strategic Goal:	Goal IE1: To identify the institutional capacity to fulfill the college mission	Enclosures:	Page 1 of 1

BACKGROUND

The Associate Superintendent/Vice President of Academic Affairs will report on the items listed below in regards to academic affairs:

Dental Assisting Program Outreach (*Goal SLS2: To support student access, achievement, and success.*) (*Goal SLS7: Ensure students are connected.*) Led by Kathy Johnson, dental assisting program coordinator and professor, dental assisting students Jessica Estevez, Yesenia Gomez, Diana Herrera, Hannah Sergent, and Ignacio Zuniga participated in community educational outreach by providing oral hygiene instructions to elementary school students in Guadalupe.



Outstanding Nursing Career (*Goal IRI: To recruit and retain quality employees.*) (*Goal 12: Employee Integration*) The Health Sciences Department and Nursing Programs acknowledge with gratitude the retirement of part-time faculty member, Doug Brown, at the end of October, 2018. After an exceptional nursing career that has spanned 52 years, the past six of which have been in service to Allan Hancock College as a part-time Nursing faculty member, we congratulate Doug upon his retirement and wish him the best in all his future endeavors.

Administrator Initiating Item: Robert Curry	Final Disposition:
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INFORMATION ITEM

To:	Board of Trustees	Date:	
From:	Superintendent/President	December 11, 2018	
Subject:	Monthly Report, Associate Superintendent/Vice President, Student Services	Item Number:	15.G.
Strategic Goal:	Goal IE1: To identify the institutional capacity to fulfill the college mission	Enclosures:	Page 1 of 2

BACKGROUND

The Associate Superintendent/Vice President of Student Services will report on the items listed below in regards to student support services and special programs, and/or other matters affecting student success:

Title V-AIM (*Goal SLS2: To support student access, achievement, and success.*) AIM Program staff has worked closely with admissions personnel to establish eligibility for AIM students who may become eligible for AB540 under SB68. The AIM Fund provides tuition assistance to support students who are ineligible for federal or state funds. Thirty-two students are currently participating in the AIM program with a majority coming from noncredit and transitioning to credit. All AIM awardees receive individual support to bridge them to student services and academic resources. Two of the AIM recipients have been able to transition to AB540 and four will soon be eligible.

Student Health Services (*Goal SLS2: To support student access, achievement, and success.*) Student Health Services has partnered with The Center, a family planning clinic in San Luis Obispo and Arroyo Grande, to offer comprehensive family planning and testing services to supplement services offered by Student Health Services providers. A 2009 brief from The National Campaign cited U.S. Department of Education statistics that 61 percent of women who have a pregnancy after enrolling in community college fail to finish their degree. Our National College Health Assessment survey conducted spring 2016 showed 3.7 percent of our students reported experiencing an unintentional pregnancy in the past 12 months of the survey. Having access to family planning services is vital to student success and completion. Currently, The Center clinic has assisted 45 students and clinics are fully utilized.

Winter Promise Project (*Goal SLS2: To support student access, achievement, and success.*) This is the first year Cal-SOAP is coordinating an effort to encourage high school students to complete three Hancock Promise steps by December 31, 2018: the FAFSA, AHC admission application, and the online orientation. Over 5,000 flyers will be mailed to high school seniors from the following high schools: Santa Maria, Righetti, Pioneer Valley, Delta, Lompoc, Cabrillo, Maple, Santa Ynez, Nipomo, Lopez, and Arroyo Grande. Students who complete these steps by December 31, will be entered to win one of ten “Grad Night” tickets worth \$200. In addition, the senior classroom with the most completed FAFSA applications will earn a pizza party and a \$250 gift certificate for their teacher. The goal is to motivate high school seniors to complete these three requirements early during their senior year.

AHC’s 10th Annual CARE Turkey Event (*Goal SLS5: Nurture students.*) The annual event was held on November 20, 2018, on the Santa Maria campus and at the Lompoc Valley Center. The event provided 65 single-parent students with all the trimmings to prepare a Thanksgiving meal for their families, including a turkey, potatoes, green beans, cranberry sauce, pumpkin pie, whipped cream, and more. The CARE program is thankful for the continuous support and generous donations from the staff and faculty.

“Gimme a Break!” Friday Fun Before Finals (*Goal SLS6: Engage students.*) CAN-TRIO, AIM, EOPS, ASBG, and Student Equity collaborated in the “Gimme a Break” event on November 30, 2018. The purpose of the event was to provide an outlet for de-escalating the stressors of preparing for final exams and promoting academic success

Administrator Initiating Item: Nohemy Ornelas	Final Disposition:
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during finals. Students, faculty, and staff came together ¹⁹²for an authentic and meaningful experience outside the classroom. Food, music, and games were provided.

INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	December 11, 2018
Subject: Monthly Report, Vice President, Institutional Effectiveness	Item Number: 15.H.
Strategic Goal: Goal IE2: Provide valid and reliable assessment of institutional processes in a consistent and timely manner.	Enclosures: Page 1 of 1

BACKGROUND

Modeling a one-time FAFSA (*Goal IE2: Provide valid and reliable assessment of institutional processes in a consistent and timely manner.*) According to a recent report from the Center for American Progress (CAP), more than 17 million students benefited from completing the Free Application for Federal Student Aid (FAFSA), with more than \$122 billion awarded in federal financial aid. Allan Hancock College financial aid MIS data indicate that last year 9,000 AHC students received 28,713 awards totaling \$20,250,400 in student financial aid (excluding scholarships). Aid dollars included \$6.4 million in California Promise and \$12.6 million in federal and state grants such as Cal Grants, Pell Grants, and full-time student success grants. While these funds support a significant number of needy students, national research shows that thousands of low-income students lose out on aid each year because of the complexity of the FAFSA. Added to the burden of completing the FAFSA is the requirement that applications must be completed every year -- even when financial need is unchanged.

This past year the AHC office of institutional effectiveness partnered with CAP and 26 other community colleges to conduct the first national study to model the feasibility of a one-time FAFSA. The research shows that half of all students who applied for financial aid experience a change of \$500 or less to their expected family contribution (EFC) – the figure that determines need-based eligibility. Seventy percent of students that received Pell Grants had EFCs that changed by \$500 or less. Among students with \$0 EFC (those in most need), almost 90% experienced little to no change in their EFC during their academic careers. Results of the research support the policy recommendation of a universal one-time FAFSA where an opt-in renewal could allow for situations where financial circumstances warrant a resubmission.

California Association of Institutional Research (CAIR) Conference (*Goal IE1: To identify the institutional capacity to fulfill the college mission.*) In November 2018, CAIR held an annual conference where student equity was the theme. Steven Butler, from the IE office, attended. Noteworthy sessions included “Measuring Equity: Calipers, Yardsticks, and Judgment”. Another helpful session presented the use of predictive analytic methods to identify “at risk” athletes. To support his responsibility in supporting assessment of student learning outcomes, Steven attended a session that provided a series of techniques and tips to communicate effectively with faculty about assessment.

Annual Tableau conference (*Goal IE1: To identify the institutional capacity to fulfill the college mission.*) Armando Cortez, from the IE office, attended the annual Tableau conference along with 17,000 other software users. Noteworthy sessions included Winston Salem College’s use of “Sankey diagrams” that visually show how students start in one major and graduate in another. These types of viz’s are helpful in showing how students change groups over time (e.g. full-time to part-time, unit load, major, etc.). Another helpful session included a presentation on using bite-sized dashboards to push out large amounts of data.

Administrator Initiating Item: Paul M. Murphy	Final Disposition:
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INFORMATION ITEM

To: Board of Trustees	Date:
From: Executive Director, College Advancement	December 11, 2018
Subject: Monthly Report, Executive Director, College Advancement	Item Number: 15.I.
Strategic Goal: Goal SLS2: To support student access, achievement, and success.	Enclosures: Page 1 of 1

BACKGROUND

Dedication of Building M (*Goal II: Community Integration*): Building M, was renamed on November 14 in honor of Marian Regional Medical Center. The building is now the Marian Regional Medical Center Health, Science and Mathematics Building. The event was covered by area media including KSBY and the Lompoc Record. This naming came in honor of the strong support Marian has offered Allan Hancock College over the last 30 years.

Bulldog Bound (*Goal II: Community Integration*): The Bulldog Bound program held a successful program at the Lompoc Valley Center on Friday, November 16. A total of 444 fifth and sixth graders were in attendance. The next event will be held December 7 on the Santa Maria campus. Aera Energy highlighted Bulldog Bound and the Hancock Promise in their November newsletter.

Mars Landing (*Goal II: Community Integration*): The community was invited to watch the Insight, a robotic Mars lander, arrive on Mars. The live viewing event was free and open to the public. More than 150 members of the public were in attendance.

Acquisition of G. Allan Hancock Home Movies (*Goal SLS2: To support student access, achievement, and success.*): The college is acquiring a private collection of original film material of the Hancock family in cooperation with the Allan Hancock College library. The Allan Hancock College Foundation's bid was accepted by the owners of the collection, and plans are underway to procure the films from a specialty film storage facility where they are currently housed.

Private Grants (*Goal IR2: To develop district financial resources adequate to support quality programs and services.*): The Allan Hancock College Foundation was awarded a \$20,000 grant from the Roy and Ida Eagle Foundation. The grant is to be directed to the Allan Hancock College Promise Fund.

Administrator Initiating Item: Jon Hooten	Final Disposition:
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INFORMATION ITEM

To:	Board of Trustees	Date:	
From:	Superintendent/President		December 11, 2018
Subject:	Monthly Report, Associate Superintendent/Vice President, Finance and Administration	Item Number:	15.J.
Strategic Goal:	Goal IR2: To develop district financial resources adequate to support quality programs and services.	Enclosures:	Page 1 of 1

BACKGROUND

Fiscal Independence (*Goal IR2: To develop district financial resources adequate to support quality programs and services.*) Jessica Blazer attended the board of governor's meeting on November 13 where the district's petition for fiscal independence was approved. The district will become fiscally independent on July 1, 2019.

Fine Arts Complex Funding (*Goal IR4: To provide a safe, attractive, and accessible physical environment that enhances the ability to teach, learn, and work.*) Finance and Administration is exploring alternative ways to fund the local match for the Fine Arts Complex. Staff are also monitoring potential escalating project costs.

Budget Update (*Goal IR2: To develop district financial resources adequate to support quality programs and services.*) The new governor's proposed 2019 budget will be released in January 2019. The governor's budget serves as the first milestone in the development of the district's 2019-20 fiscal year budget. Finance and Administration staff will attend a regional workshop on the Student Centered Funding Formula (SCFF) on January 11 where a SCFF calculator program developed by Fiscal Crisis & Management Assistance Team (FCMAT) will be unveiled.

December Payroll (*Goal IR2: To develop district financial resources adequate to support quality programs and services.*) The business services department will be operating on reduced staffing over the holiday break. As a result, December paychecks will be on issued on December 21 rather than at the end of the month.

Administrator Initiating Item: Eric D. Smith	Final Disposition:
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INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	December 11, 2018
Subject: A Monthly Report on the Year-to-Date Financial Data for Various Funds	Item Number: 15.K.
Strategic Goal: Goal IR2: To develop district financial resources adequate to support quality programs and services.	Enclosures: Page 1 of 23

BACKGROUND

Attached are copies of financial statements for the following funds:

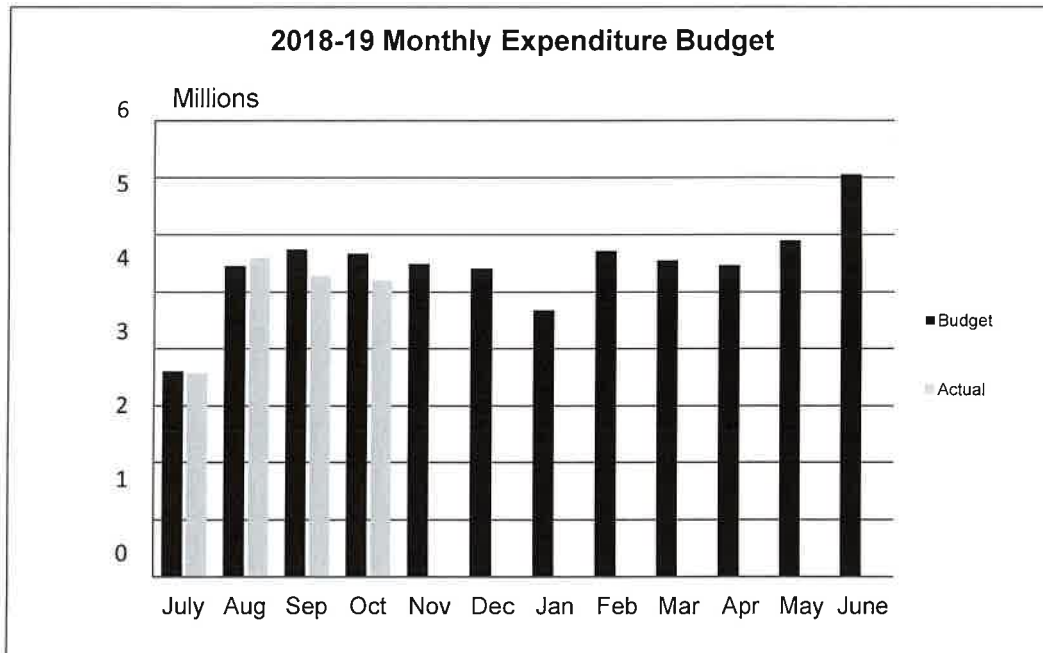
General Fund - Unrestricted
 General Fund - Restricted
 Child Development Fund
 PCPA Fund
 Capital Outlay Projects Fund
 General Obligation Bond Building Fund
 Dental Self-Insurance Fund
 Health Exams Fund
 Property and Liability Self-Insurance Fund
 Post-Employment Benefits Fund
 Other Post-Employment Benefits (OPEB) Trust Summary
 Associated Students Trust Fund
 Student Representation Fee Trust Fund
 Student Body Center Fee Trust Fund
 Student Financial Aid Trust Fund
 Scholarship and Loan Trust Fund
 District Trust Fund
 Student Clubs Agency Fund
 Foundation Agency Fund
 AHC Viticulture & Enology Foundation Agency Fund

The statements reflect year-to-date budgets and financial data.

Administrator Initiating Item: <p style="text-align: center;">Eric D. Smith</p>	Final Disposition:
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GENERAL FUND UNRESTRICTED EXPENDITURE BUDGET

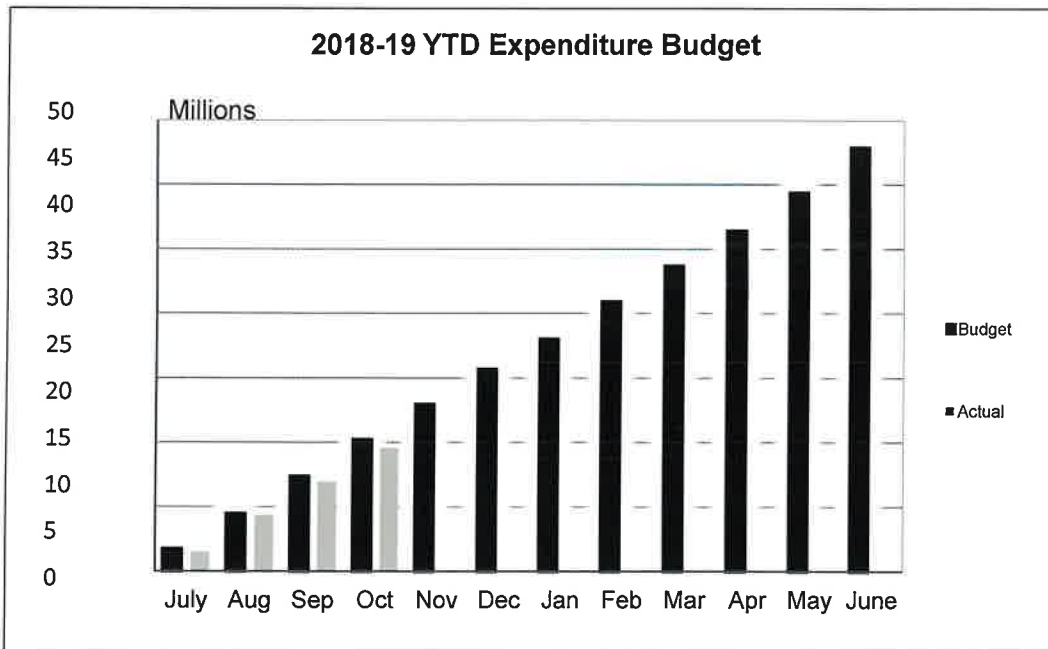
	October Budget	October Expenditures	Percentage Variance
Academic Salaries	2,310,606	2,307,139	99.85%
Classified Salaries	1,344,101	1,277,620	95.05%
Employee Benefits	1,212,613	856,686	70.65%
Supplies and Materials	141,919	116,685	82.22%
Other Operating Expenses	634,375	593,227	93.51%
Capital Outlay	43,282	39,921	92.23%
Other Outgo/Transfers	<u>95,104</u>	<u>25,180</u>	26.48%
	5,782,000	5,216,458	90.22%



GENERAL FUND UNRESTRICTED EXPENDITURE BUDGET

Year to Date Expenditures

	July-October Budget	July-October Year to Date	Percentage Variance
Academic Salaries	7,873,258	7,662,210	97.32%
Classified Salaries	5,006,164	4,779,197	95.47%
Employee Benefits	3,932,571	3,486,867	88.67%
Supplies and Materials	505,892	380,947	75.30%
Other Operating Expenses	2,526,708	2,512,995	99.46%
Capital Outlay	206,909	203,759	98.48%
Other Outgo/Transfers	<u>304,842</u>	<u>215,598</u>	70.72%
	20,356,344	19,241,573	94.52%



Allan Hancock College Governmental Funds Group
General Fund

Income Statement by Fund
For Period Ending 10/31/18

	<u>Unrestricted Budget</u>	<u>Unrestricted Actual</u>	<u>% Budget</u>	<u>Restricted Budget</u>	<u>Restricted Actual</u>	<u>% Budget</u>
REVENUES						
Federal Revenues	34,200	865	2.53%	1,781,884	211,925	11.89%
State Revenues	42,273,315	14,778,652	34.96%	13,339,010	5,952,629	44.63%
Local Revenues	22,536,073	2,991,317	13.27%	2,053,260	835,676	40.70%
Total REVENUES	<u>64,843,588</u>	<u>17,770,834</u>	<u>27.41%</u>	<u>17,174,154</u>	<u>7,000,230</u>	<u>40.76%</u>
EXPENDITURES						
Academic Salaries	24,774,427	7,662,210	30.93%	3,015,573	882,957	29.28%
Classified Salaries	15,838,217	4,779,197	30.18%	4,692,544	1,300,808	27.72%
Employee Benefits	13,191,347	3,486,867	26.43%	2,176,771	565,103	25.96%
Supplies and Materials	1,433,796	380,947	26.57%	1,899,427	291,966	15.37%
Other Operating Exp. and Services	6,846,562	2,512,995	36.70%	4,607,013	669,902	14.54%
Capital Outlay	824,794	203,759	24.70%	1,219,568	125,720	10.31%
Total EXPENDITURES	<u>62,909,143</u>	<u>19,025,975</u>	<u>30.24%</u>	<u>17,610,896</u>	<u>3,836,456</u>	<u>21.78%</u>
Excess of Revenues over (Under) Expenditures	1,934,445	(1,255,141)		(436,742)	3,163,774	
OTHER FINANCING SOURCES(USES)						
Other Financing Sources	210,000	0	0.00%	79,657	13,047	16.38%
Total OTHER FINANCING	<u>210,000</u>	<u>0</u>	<u>0.00%</u>	<u>79,657</u>	<u>13,047</u>	<u>16.38%</u>
OPERATING TRANSFERS OUT						
Other Outgo	1,963,556	215,598	10.98%	766,068	169,482	22.12%
Total OPERATING TRANSFERS OUT	<u>1,963,556</u>	<u>215,598</u>	<u>10.98%</u>	<u>766,068</u>	<u>169,482</u>	<u>22.12%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	180,889	(1,470,739)		(1,123,153)	3,007,339	
FUND BALANCE						
Fund balance, July 1	<u>12,316,748</u>	<u>12,301,500</u>		<u>13,542,399</u>	<u>13,230,044</u>	
Current Balance	<u>12,497,637</u>	<u>10,830,761</u>		<u>12,419,246</u>	<u>16,237,383</u>	

Allan Hancock College
Child Development Fund

Income Statement by Fund
For Period Ending 10/31/18

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Federal Revenues	448,340	78,246	17.45%
State Revenues	687,689	176,769	25.70%
Local Revenues	854,371	14,937	1.75%
Total REVENUES	<u>1,990,400</u>	<u>269,952</u>	<u>13.56%</u>
EXPENDITURES			
Academic Salaries	366,304	70,137	19.15%
Classified Salaries	364,668	127,418	34.94%
Employee Benefits	201,923	28,677	14.20%
Supplies and Materials	441,283	6,409	1.45%
Other Operating Exp. and Services	196,312	800	0.41%
Capital Outlay	298,584	17,020	5.70%
Total EXPENDITURES	<u>1,869,074</u>	<u>250,461</u>	<u>13.40%</u>
Excess of Revenues Over (Under) Expenditures	121,326	19,491	
OTHER FINANCING SOURCES(USES)			
Other Financing Sources	25,000	0	0.00%
Total OTHER FINANCING	<u>25,000</u>	<u>0</u>	<u>0.00%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	146,326	19,491	
FUND BALANCE			
Fund balance, July 1	<u>310,979</u>	<u>310,979</u>	
Current Balance	<u>457,305</u>	<u>330,470</u>	

Allan Hancock College
PCPA Fund

Income Statement by Fund
For Period Ending 10/31/18

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	2,919,823	1,526,410	52.28%
Total REVENUES	<u>2,919,823</u>	<u>1,526,410</u>	<u>52.28%</u>
EXPENDITURES			
Classified Salaries	2,063,244	716,119	34.71%
Employee Benefits	659,849	183,725	27.84%
Supplies and Materials	464,165	121,289	26.13%
Other Operating Exp. and Services	590,916	207,717	35.15%
Capital Outlay	38,800	8,489	21.88%
Total EXPENDITURES	<u>3,816,974</u>	<u>1,237,339</u>	<u>32.42%</u>
Excess of Revenues Over (Under) Expenditures	(897,151)	289,071	
OTHER FINANCING SOURCES(USES)			
Other Financing Sources	1,501,949	37,324	2.49%
Total OTHER FINANCING	<u>1,501,949</u>	<u>37,324</u>	<u>2.49%</u>
OPERATING TRANSFERS OUT			
Other Outgo	604,798	235,521	38.94%
Total OPERATING TRANSFERS OUT	<u>604,798</u>	<u>235,521</u>	<u>38.94%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	0	90,874	
FUND BALANCE:			
Fund balance, July 1	<u>410,279</u>	<u>410,279</u>	
Current	<u>410,279</u>	<u>501,153</u>	

Allan Hancock College
Capital Outlay Project Fund

Income Statement by Fund
For Period Ending 10/31/18

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
State Revenues	826,353	6,361	0.77%
Local Revenues	1,318,033	0	0.00%
Total REVENUES	<u>2,144,386</u>	<u>6,361</u>	<u>0.30%</u>
EXPENDITURES			
Supplies and Materials	2,544	265	10.42%
Other Operating Exp. and Services	12,939	4,462	34.48%
Capital Outlay	5,126,693	447,352	8.73%
Total EXPENDITURES	<u>5,142,176</u>	<u>452,079</u>	<u>8.79%</u>
Excess of Revenues Over (Under) Expenditures	(2,997,790)	(445,718)	
OTHER FINANCING SOURCES(USES)			
Other Financing Sources	278,980	0	0.00%
Total OTHER FINANCING	<u>278,980</u>	<u>0</u>	<u>0.00%</u>
OPERATING TRANSFERS OUT			
Other Outgo	0	0	0.00%
Total OPERATING TRANSFERS OUT	<u>0</u>	<u>0</u>	<u>0.00%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(2,718,810)	(445,718)	
FUND BALANCE			
Fund balance, July 1	<u>8,971,891</u>	<u>8,971,891</u>	
Current Balance	<u>6,253,081</u>	<u>8,526,173</u>	

Allan Hancock College
General Obligation Bond Fund

Income Statement by Fund
For Period Ending 10/31/18

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	500	0	0.00%
Total REVENUES	<u>500</u>	<u>0</u>	<u>0.00%</u>
EXPENDITURES			
Other Operating Exp. and Services	0	901	0.00%
Capital Outlay	320,210	(100,969)	-31.53%
Total EXPENDITURES	<u>320,210</u>	<u>(100,068)</u>	<u>-31.25%</u>
Excess of Revenues Over (Under) Expenditures	(319,710)	100,068	
FUND BALANCE			
Fund balance, July 1	<u>319,710</u>	<u>319,710</u>	
Current Balance	<u>0</u>	<u>419,778</u>	

Allan Hancock College
Dental Self Insurance Fund

Income Statement by Fund
For Period Ending 10/31/18

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	840,000	78,537	9.35%
Total REVENUES	<u>840,000</u>	<u>78,537</u>	<u>9.35%</u>
EXPENDITURES			
Other Operating Exp. and Services	825,000	204,257	24.76%
Total EXPENDITURES	<u>825,000</u>	<u>204,257</u>	<u>24.76%</u>
Excess of Revenues Over (Under) Expenditures	15,000	(125,720)	
FUND BALANCE			
Fund balance, July 1	<u>1,447,461</u>	<u>1,447,461</u>	
Current Balance	<u>1,462,461</u>	<u>1,321,741</u>	

Allan Hancock College
Self - Insurance Health Exam Fund

Income Statement by Fund
For Period Ending 10/31/18

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	500	0	0.00%
Total REVENUES	<u>500</u>	<u>0</u>	<u>0.00%</u>
EXPENDITURES			
Employee Benefits	13,311	300	2.25%
Total EXPENDITURES	<u>13,311</u>	<u>300</u>	<u>2.25%</u>
Excess of Revenues Over (Under) Expenditures	(12,811)	(300)	
OPERATING TRANSFERS OUT			
Other Outgo	200,000	0	0.00%
Total OPERATING TRANSFERS OUT	<u>200,000</u>	<u>0</u>	<u>0.00%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(212,811)	(300)	
FUND BALANCE			
Fund balance, July 1	<u>362,057</u>	<u>362,057</u>	
Current Balance	<u><u>149,246</u></u>	<u><u>361,757</u></u>	

Allan Hancock College
Self Ins - Property & Liab. Fund

Income Statement by Fund
For Period Ending 10/31/18

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	10,000	0	0.00%
Total REVENUES	<u>10,000</u>	<u>0</u>	<u>0.00%</u>
EXPENDITURES			
Other Operating Exp. and Services	10,000	7,019	70.19%
Total EXPENDITURES	<u>10,000</u>	<u>7,019</u>	<u>70.19%</u>
Excess of Revenues Over (Under) Expenditures	0	(7,019)	
FUND BALANCE			
Fund balance, July 1	<u>1,178,375</u>	<u>1,178,375</u>	
Current Balance	<u><u>1,178,375</u></u>	<u><u>1,171,356</u></u>	

Allan Hancock College
Post Employment Benefits Fund

Income Statement by Fund
For Period Ending 10/31/18

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	151,000	8,185	5.42%
Total REVENUES	<u>151,000</u>	<u>8,185</u>	<u>5.42%</u>
EXPENDITURES			
Employee Benefits	151,000	0	0.00%
Total EXPENDITURES	<u>151,000</u>	<u>0</u>	<u>0.00%</u>
Excess of Revenues Over (Under) Expenditures	0	8,185	
FUND BALANCE			
Fund balance, July 1	<u>959,295</u>	<u>959,295</u>	
Current Balance	<u>959,295</u>	<u>967,480</u>	

BENEFIT TRUST COMPANY
AS TRUSTEE FOR ALLAN
HANCOCK COMMUNITY COLLEGE
DISTRICT

TRUST EB FORMAT

Statement Period
Account Number
10/01/2018 through 10/31/2018
115150007100

Summary Of Fund

MARKET VALUES AS OF 10/01/2018

9,262,508.96

EARNINGS

NET INCOME CASH RECEIPTS

12,954.94

FEES AND OTHER EXPENSES

6,811.20 -

REALIZED GAIN OR LOSS

254.48 -

UNREALIZED GAIN OR LOSS

429,652.68 -

TOTAL EARNINGS

423,763.42 -

TOTAL MARKET VALUES AS OF 10/31/2018

8,838,745.54

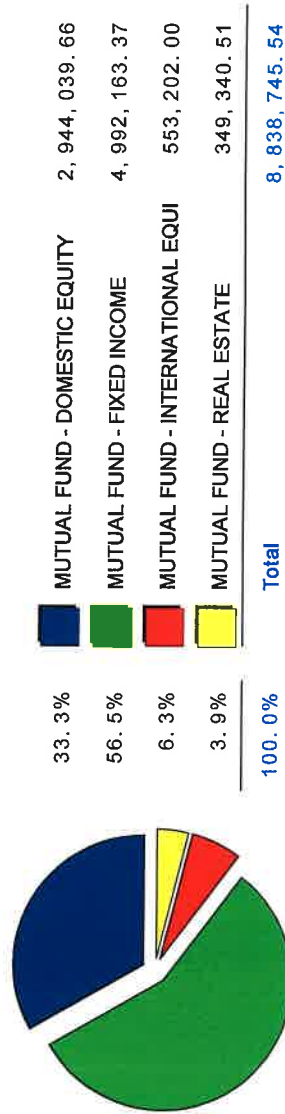
TRUST EB FORMAT

Statement Period: 10/01/2018 through 10/31/2018
Account Number: 115150007100

Asset Summary As Of 10/31/2018

DESCRIPTION	MARKET VALUE	AVG COST	% OF PORT
MUTUAL FUND - FIXED INCOME	4,992,163.37	5,158,230.96	56
MUTUAL FUND - DOMESTIC EQUITY	2,944,039.66	2,883,304.33	33
MUTUAL FUND - INTERNATIONAL EQUITY	553,202.00	505,958.75	6
MUTUAL FUND - REAL ESTATE	349,340.51	365,072.25	4
TOTAL INVESTMENTS	8,838,745.54	8,912,566.29	
CASH	12,235.52		
DUE FROM BROKER	0.00		
DUE TO BROKER	12,235.52		
TOTAL MARKET VALUE	8,838,745.54		

Ending Asset Allocation



Allan Hancock College
Associated Students Trust Fund

Income Statement by Fund
For Period Ending 10/31/18

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	29,415	91,460	310.93%
Total REVENUES	<u>29,415</u>	<u>91,460</u>	<u>310.93%</u>
EXPENDITURES			
Supplies and Materials	128,314	35,623	27.76%
Other Operating Exp. and Services	70,408	43,738	62.12%
Total EXPENDITURES	<u>198,722</u>	<u>79,361</u>	<u>39.94%</u>
Excess of Revenues Over (Under) Expenditures	(169,307)	12,099	
OTHER FINANCING SOURCES(USES)			
Other Financing Sources	177,047	177,047	100.00%
Total OTHER FINANCING	<u>177,047</u>	<u>177,047</u>	<u>100.00%</u>
OPERATING TRANSFERS OUT			
Other Outgo	4,500	0	0.00%
Total OPERATING TRANSFERS OUT	<u>4,500</u>	<u>0</u>	<u>0.00%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditure and Other Uses	3,240	189,146	
FUND BALANCE:			
Fund balance, July 1	<u>64,246</u>	<u>64,246</u>	
Current Balance	<u>67,486</u>	<u>253,392</u>	

Allan Hancock College
Student Representation Fee Trst Fnd

Income Statement by Fund
For Period Ending 10/31/18

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	18,010	10,488	58.23%
Total REVENUES	<u>18,010</u>	<u>10,488</u>	<u>58.23%</u>
EXPENDITURES			
Other Operating Exp. and Services	15,900	5,175	32.55%
Total EXPENDITURES	<u>15,900</u>	<u>5,175</u>	<u>32.55%</u>
Excess of Revenues Over (Under) Expenditures	2,110	5,313	
FUND BALANCE			
Fund balance, July 1	<u>22,431</u>	<u>22,431</u>	
Current Balance	<u>24,541</u>	<u>27,744</u>	

Allan Hancock College
Student Body Center Fee Trust Fund

Income Statement by Fund
For Period Ending 10/31/18

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	28,500	16,520	57.96%
Total REVENUES	<u>28,500</u>	<u>16,520</u>	<u>57.96%</u>
EXPENDITURES			
Capital Outlay	27,000	0	0.00%
Total EXPENDITURES	<u>27,000</u>	<u>0</u>	<u>0.00%</u>
Excess of Revenues Over (Under) Expenditures	1,500	16,520	
FUND BALANCE			
Fund balance, July 1	<u>160,906</u>	<u>160,906</u>	
Current Balance	<u>162,406</u>	<u>177,426</u>	

Allan Hancock College
Student Financial Aid Trust Fund

Income Statement by Fund
For Period Ending 10/31/18

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Federal Revenues	10,377,221	4,573,100	44.07%
State Revenues	984,995	1,812,334	183.99%
Local revenues	0	22	0.00%
Total REVENUES	<u>11,362,216</u>	<u>6,385,456</u>	<u>56.20%</u>
OTHER FINANCING SOURCES(USES)			
Other Financing Sources	0	38,200	0.00%
Total OTHER FINANCING	<u>0</u>	<u>38,200</u>	<u>0.00%</u>
OPERATING TRANSFERS OUT			
Other Outgo	11,362,216	5,343,506	47.03%
Total OPERATING TRANSFERS OUT	<u>11,362,216</u>	<u>5,343,506</u>	<u>47.03%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	0	1,080,150	
FUND BALANCE			
Fund balance, July 1	<u>21,600</u>	<u>21,600</u>	
Current Balance	<u><u>21,600</u></u>	<u><u>1,101,750</u></u>	

Allan Hancock College
Scholarship and Loan Trust Fund

Income Statement by Fund
For Period Ending 10/31/18

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	1,000	0	0.00%
Total REVENUES	<u>1,000</u>	<u>0</u>	<u>0.00%</u>
OPERATING TRANSFERS OUT			
Other Outgo	1,000	0	0.00%
Total OPERATING TRANSFERS OUT	<u>1,000</u>	<u>0</u>	<u>0.00%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	0	0	
FUND BALANCE			
Fund balance, July 1	<u>8,708</u>	<u>8,708</u>	
Current Balance	<u><u>8,708</u></u>	<u><u>8,708</u></u>	

Allan Hancock College
District Trust Fund

Income Statement by Fund
For Period Ending 10/31/18

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	212,966	73,256	34.40%
Total REVENUES	<u>212,966</u>	<u>73,256</u>	<u>34.40%</u>
EXPENDITURES			
Academic Salaries	1,900	0	0.00%
Classified Salaries	31,600	0	0.00%
Supplies and Materials	75,036	17,780	23.70%
Other Operating Exp. and Services	48,041	12,707	26.45%
Capital Outlay	3,112	1,476	47.43%
Total EXPENDITURES	<u>159,689</u>	<u>31,963</u>	<u>20.02%</u>
Excess of Revenues Over (Under) Expenditures	53,277	41,293	
OTHER FINANCING SOURCES(USES)			
Other Financing Sources	3,240	210	6.48%
Total OTHER FINANCING	<u>3,240</u>	<u>210</u>	<u>6.48%</u>
OPERATING TRANSFERS OUT			
Other Outgo	62,700	310	0.49%
Total OPERATING TRANSFERS OUT	<u>62,700</u>	<u>310</u>	<u>0.49%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(6,183)	41,193	
FUND BALANCE			
Fund balance, July 1	<u>995,658</u>	<u>995,658</u>	
Current Balance	<u>989,475</u>	<u>1,036,851</u>	

Allan Hancock College
Student Clubs Agency Fund

Income Statement by Fund
For Period Ending 10/31/18

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	41,328	9,785	23.68%
Total REVENUES	<u>41,328</u>	<u>9,785</u>	<u>23.68%</u>
EXPENDITURES			
Supplies and Materials	24,012	1,085	4.52%
Other Operating Exp. and Services	11,523	197	1.71%
Capital Outlay	350	0	0.00%
Total EXPENDITURES	<u>35,885</u>	<u>1,282</u>	<u>3.57%</u>
Excess of Revenues Over (Under) Expenditures	5,443	8,503	
OTHER FINANCING SOURCES(USES)			
Other Financing Sources	0	0	0.00%
Total OTHER FINANCING	<u>0</u>	<u>0</u>	<u>0.00%</u>
OPERATING TRANSFERS OUT			
Other Outgo	11,235	0	0.00%
Total OPERATING TRANSFERS OUT	<u>11,235</u>	<u>0</u>	<u>0.00%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(5,792)	8,503	
FUND BALANCE			
Fund balance, July 1	65,316	65,316	
Current Balance	<u>59,524</u>	<u>73,819</u>	

ALLAN HANCOCK COLLEGE FOUNDATION
STATEMENT OF OPERATIONS
FOR THE PERIOD ENDING 10/31/2018

	Cash Admin	General Operations	Restricted	Scholar- ships	Endowment Principal	Endowment Rev/Exp	Total
REVENUES:							
Contributions,Gifts,Grants&Endwmnts	0	8,491	192,985	110,916	53,079	0	365,470
District/Grant Contribution	0	23,638	0	0	0	0	23,638
Interest and Investment Income	11,804	5,753	0	0	0	151,547	169,103
Realized Gain/Loss on Invest	22,689	55,937	0	0	0	284,575	363,201
Unrealized Gain/Loss on Invest	(492,642)	(53,284)	0	0	0	(665,947)	(1,211,873)
Other Local Revenues	0	425	2,113	0	0	0	2,538
Total Revenues	(458,149)	40,960	195,098	110,916	53,079	(229,825)	(287,922)
EXPENDITURES:							
Non Bargaining Unit	0	81,179	0	0	0	0	81,179
Classified Non Instr FICA-Soc ScrtY	0	5,033	0	0	0	0	5,033
Classified Non-Instr FICA-Medicare	0	1,177	0	0	0	0	1,177
Classified Non Instr Health & Wlfr	0	442	0	0	0	0	442
Classified Non-Instr SUI	0	154	0	0	0	0	154
Classified ETT-Foundation	0	7	0	0	0	0	7
Classified Non Instr Workers Comp	0	710	0	0	0	0	710
Instructional Printing	0	0	39	0	0	0	39
Public Relations/Recognitions	0	176	0	0	0	0	176
Office/Operational Supplies	0	931	5,037	0	0	0	5,968
Non Instr Printing	0	454	2,195	0	0	0	2,649
Food - Business Meetings/Events	0	3,302	10,691	0	0	0	13,993
Food - Student Activities	0	0	1,574	0	0	0	1,574
Indep Contractor (Individuals)	0	5,500	2,500	0	0	0	8,000
Service Contracts (Businesses)	0	919	0	0	0	0	919
Travel - All Travel Costs	0	1,279	2,539	0	0	0	3,818
Travel-Conference/Registration Fees	0	0	4,120	0	0	0	4,120
Foundation Community Activities	0	15,624	29,838	0	49,000	0	94,463
Dues & Memberships	0	0	474	0	0	0	474
Non-Tech Licenses,Permits,Fees	0	62	25	0	0	0	87
Telephone	0	163	0	0	0	0	163
Equipment Rental	0	202	0	0	0	0	202
Fngprnt/Bckgrnd/Psy Tst/Poly	0	79	0	0	0	0	79
District/College Support	0	0	111,019	0	0	0	111,019
Postage/Express Services	0	498	0	0	0	0	498
Advertising	0	2,043	801	0	0	0	2,844
Bank Service Charges	0	162	238	0	0	0	400
Investment Brokerage Fees	19,241	4,096	0	0	0	55,207	78,544
PCPA Support	0	0	0	37,324	0	0	37,324
Student Assistance	0	0	4,700	0	0	0	4,700
Scholarships	0	0	1,454	405,650	(8,485)	0	398,619
Total Expenditures	19,241	124,191	177,245	442,974	40,515	55,207	859,374
Net Income (Loss)	(477,391)	(83,231)	17,852	(332,058)	12,564	(285,032)	(1,147,296)
OTHER FINANCING SOURCES/OUTGO:							
Intrafund Transfer-In	0	109,552	6,473	5,500	54,142	0	175,666
Intrafund Transfers-Out	0	0	54,296	11,819	0	109,552	175,666
Net Transfers	0	109,552	(47,823)	(6,319)	54,142	(109,552)	0
Net Inc/Dec in Fund Bal	(477,391)	26,321	(29,971)	(338,377)	66,706	(394,584)	(1,147,296)
FUND BALANCE:							
Fund Equity, July 1	0	140,801	1,764,750	708,033	20,168,127	3,345,584	26,127,293
Current Balance	(477,391)	167,121	1,734,779	369,656	20,234,833	2,950,999	24,979,998

Allan Hancock College
Viticulture & Enology Foundation Fund

Income Statement by Fund
For Period Ending 10/31/18

REVENUES	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
Contributed Gifts/Grants/Endw	7,500	60	0.80%
Non-Cash Contributions	0	820	0.00%
Other Local Revenues	0	0	0.00%
Net Revenue	<u>7,500</u>	<u>880</u>	<u>0.00%</u>
WINE OPERATION			
Sales & Commissions	30,000	16,062	53.54%
Less: Returns & Allowances	0	0	0.00%
Less: Sales Discounts	<u>(3,500)</u>	<u>(4,162)</u>	<u>118.91%</u>
Net Sales	26,500	11,900	
Less: Cost of Goods Sold	<u>(12,000)</u>	<u>(1,430)</u>	<u>11.92%</u>
Gross Profit	<u>14,500</u>	<u>10,470</u>	
 Total REVENUES	 <u>22,000</u>	 <u>11,350</u>	 <u>51.59%</u>
 EXPENDITURES			
Supplies and Materials	24,950	7,823	31.35%
Inventory Allocation Expense	<u>(37,425)</u>	<u>(10,788)</u>	<u>28.83%</u>
Other Operating Exp. and Services	21,840	9,755	44.67%
Capital Outlay	<u>2,000</u>	<u>0</u>	<u>0.00%</u>
Total EXPENDITURES	<u>11,365</u>	<u>6,789</u>	<u>59.74%</u>
 Excess of Revenues Over (Under) Expenditures	 10,635	 4,560	
 OPERATING TRANSFERS OUT			
Other Outgo	<u>2,500</u>	<u>0</u>	<u>0.00%</u>
Total OPERATING TRANSFERS OUT	<u>2,500</u>	<u>0</u>	
 Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	 <u>8,135</u>	 <u>4,560</u>	
 FUND BALANCE			
Fund balance, July 1	143,350	143,350	
 Current Balance	 <u>151,485</u>	 <u>147,910</u>	

INFORMATION ITEM

To:	Board of Trustees	Date:	December 11, 2018
From:	Superintendent/President		
Subject:	A Status Report on Bond Measure I and Fine Arts Phase II	Item Number:	15.L.
Strategic Goal:	Goal IR4: To provide a safe, attractive, and accessible physical environment that enhances the ability to teach, learn, and work.	Enclosures:	Page 1 of 2

STATUS

The figures for the Fine Arts Complex Phase II are the only numbers that've changed since the last reporting period.

Bond Measure I Technology Projects							
Project Name & Phase	BMI Funding	Other Funding	Encumbered	Expended	Balance	Project Percentage Complete	Projected Occupancy or Completion
Technology and Instructional Equipment Modernization	\$11,357,446	0	0	\$11,357,446	\$0	100%	Summer 2018
Total		0	0	\$11,357,446	\$0		

Bond Measure I Fine Arts Complex (Initial Phase)							
Project Name & Phase	BMI Funding	Other Funding	Encumbered	Expended	Balance	Project Percentage Complete	Projected Occupancy or Completion
Fine Arts Complex I	\$2,824,223	0	0	\$2,824,223	\$0	N/A	See phase II
Total		0	0	\$2,824,223	\$0		

Fine Arts Complex Phase II							
Project Name & Phase	Proposed Bond Funding TBD	State and Patricia Boyd Funding	Encumbered	Expended	Balance	Project Percentage Complete	Projected Occupancy or Completion
Fine Arts Complex II	\$14,000,000	\$34,000,000	\$1,985,520	\$1,350,554	\$44,663,926	30%	August 2021
Total		\$34,000,000	\$1,985,520	\$1,350,554	\$44,663,926		

Administrator Initiating Item: Eric D. Smith	Final Disposition:
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Bond Measure I Capital Construction Projects					
Project Name	BMI Funding	Other Funding	Encumbered	Expended	Balance
Public Safety Complex	\$37,930,509	\$5,000 Private Donation	0	\$39,512,147	(\$1,576,638)
One Stop Student Services Center	20,560,907	16,558,250 State Funding	31,254	37,797,695	(709,792)
Childcare Center Addition	8,371,957	150,000 Orfalea Grant	0	8,521,475	482
Theatre Arts Complex	362,247	0	0	305,049	57,198
Industrial Technology/ Physical Education and Athletic Fields	25,053,520	250,000 City of SM 250,000 Capital Project Fund	0	25,010,222	543,298
Total Capital Projects	\$92,279,140	\$17,213,250	\$31,254	\$111,146,588	(\$1,685,452)
Bond Measure I Schedule Maintenance Projects – Completed Phase					
Project Name					Total Expended
Building D Repairs and Upgrades					\$5,710,091
Parking Lot 1 Expansion					1,483,478
Building C, Roof, Paint, and Flooring					1,372,916
LVC EMS Upgrade & HVAC Repair					447,196
Pool Resurfacing					55,500
Building N Roof, Phase III					355,543
M300 HVAC Upgrades Phase I					335,549
Phase I Energy					535,488
Roof Repair and Replacement, Buildings E, F, G & M300					487,916
Underground Fuel/Oil Tank Repair & Replacement					124,205
Campus Upgrade to VOIP & Copper Cabling Project					2,731,970
Fire Alarm & Emergency Call System Upgrade					36,459
LVC Roof/ADA Upgrade					126,640
Forum Lighting & AV Replacement					109,330
Total Scheduled Maintenance					\$13,912,281

ALLAN HANCOCK COLLEGE



DECEMBER 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 <i>Peter Pan</i> through December 23 Marian Theatre
2	3	4	5 9:00 a.m. Stress Relief Day Rabobank Student Center 10:00 a.m. Police Academy Graduation PSTC 11:30 a.m. LVC Holiday Celebration	6 2:00 p.m. Holiday Celebration Severson Theatre Lady Bulldog Classic Tournament	7 Lady Bulldog Classic Tournament Gym	8 Lady Bulldog Classic Tournament Gym 5:00 p.m. Men's Basketball vs. Cerritos College
9	10	11 6:00 p.m. Board of Trustees Meeting	12	13	14	15 7:00 p.m. Allan Hancock College Youth Dance Program Presents The Nutcracker Ethel Pope Auditorium
16 2:00 p.m. Allan Hancock College Youth Dance Program Presents The Nutcracker Ethel Pope Auditorium	17 Winter Classes Begin	18	19	20	21	22
23	24 Winter Holiday College Closed	25 Winter Holiday College Closed	26	27	28 5:00 p.m. Men's Basketball vs. Merritt College	29 2:00 p.m. Men's Basketball vs. Palomar College
30 2:00 p.m. Men's Basketball vs. San Jose College	31 Winter Holiday College Closed					

ALLAN HANCOCK COLLEGE



JANUARY 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Winter Holiday College Closed	2	3	4	5 5:00 p.m. Women's Basketball vs. LA Southwest College
6	7	8 12:00 p.m. Board Retreat 6:00 p.m. Board of Trustees Meeting	9	10	11 Women's Basketball Crossover Tournament Gym	12 Women's Basketball Crossover Tournament Gym 5:00 p.m. Basketball vs. Hartnell College
13	14	15	16 5:00 p.m. Men's Basketball vs. Santa Monica College	17 Professional Development Day	18 All Staff Day	19
20	21 Dr. Martin Luther King Day College Closed	22 Spring 2019 Semester Begins	23 5:00 p.m. Men's Basketball vs. Ventura College 7:00 p.m. Women's Basketball vs. Ventura College	24	25	26
27	28	29	30 2:00 p.m. Men's Basketball vs. Santa Barbara College 7:00 p.m. Women's Basket- ball vs. Santa Barbara College	31		